

Ph.D. Degree Progression

Click on each step to read a more detailed description of the noted processes and requirements*

See the next page for a more complete description of all required and potential steps of the Ph.D. student progression

Qualifying Exam**

Complete All Coursework for Program and for Minor

Download Format Template

Pass Qualifying Exam**

Initiate Nomination to Candidacy eDoc

Proposal Defense**

Pass Proposal Defense**

Obtain IRB Approval for Study if needed

Initiate Nomination of Research Committee eDoc

Dissertation Formatting

Familiarize self with Formatting Requirements and Guidelines

Initiate Defense Announcement eDoc

40 days prior to Defense Date

Submit Acceptance Page and Abstract to gradrec@iu.edu For a Pre-Check 2 weeks prior to Defense Date

Pass Dissertation Defense

Graduation Prep

Submit Signed Front Pages to gradrec@iu.edu By 10th of month prior to the Graduation Month

Complete Format Review with PhD Recorder By 1st of the Graduation Month

Upload Approved Dissertation to ProQuest By 5th of the Graduation Month

Receive ProQuest Approval By 10th of the Graduation Month

*may not be the same for each program (check with your individual program); **may be combined in some programs or referred to by a different name

Ph.D. Degree Progression Checklist

(For Ph.D. Students who are in University Graduate School Programs)

Updated Summer 2024

✓	Admission Letter, Final Transcript and EAP Requirements		
	Program – at the time of admission	Admission Letter	Attach to the Graduate Application eDoc when admitted.
	Program – Year 1	Final Transcript	Attach to the Graduate Application eDoc final transcript showing conferral of the undergraduate degree when the student is admitted. If it is not the final transcript with the degree conferral, send the final transcript via RTS during the student's first semester.
	Student – Year 1	EAP	If required, complete courses resulting from the English for Academic Purposes test. The EAP policy is here EAP policies can be found here.
	Program – Year 1	EAP Requirements	Track EAP requirements for non-native English speakers and verify required courses were taken before year 2.
All forms/eDocs can be found on our website HERE			
	Student – Year 1	Advisory Committee	Within your first year, form your advisory committee. Your program can tell you more about how to choose the best advisory committee for you.
	Program – Year 1	Advisory Committee	Within the first year - program's responsibility to complete and store the Advisory Committee form. Although this form no longer requires approval from the IU Indianapolis Graduate School, you can find the form at graduate.indianapolis.iu.edu/forms/index.html . Advisory Committee must include at least two members from the major area and one from another. At least two members of the advisory committee must be members of the graduate faculty. The program must verify these qualifications.
	Program – Year 1	Transfer Credits	Send completed IU Transfer Credit form IU Indianapolis Graduate Credit Transfer Report Form along with a copy of the official transcript (front and back) to RTS within the first year.
	Program	Course Substitution	Send as soon as possible or with the student's Plan of Study to RTS
	Program	Course Revalidation	If applicable, send completed form as soon as possible with the student's Plan of Study to RTS Must be sent before the Nomination to Candidacy eDoc.
	Program	Converting Grades	If applicable, send to RTS as soon as possible with the student's Plan of Study. Must be sent before the Nomination to Candidacy eDoc. graduate.indianapolis.iu.edu/forms/index.html
	Program	Minor Form - Required	Submit with the student's plan of study as soon as possible. Must be sent to RTS before the Nomination to Candidacy eDoc. Students must have a minor representative from the minor program. Student and/or program must verify the approved minor name. If there is no approved minor, "Individualized", submit the Individualized Minor eDoc . The list of approved minors can be found here.
	Program	Plan of Study - Required	Send via email to RTS ASAP, after the general education requirements are met, but no later than the start of year 3. Any deviation from the UGS Bulletin will require approval from Dr. Janice Blum (jblum@iu.edu) and her approval must be submitted with the plan of study form.

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	Program	Termination of Study Form	Submit completed form to RTS as soon as possible to avoid student registering after termination.
	Program	Leave of Absence	Submit completed form to RTS within two weeks of student's notification to take leave.
	Program	Return from Leave of Absence	Submit completed form to RTS one week prior to the student's return.
	Student	Graduate & Professional Program Update Form	When a student wants to return to a program after being out between 12 and 24 months, they must complete the Graduate and Professional Program Update Form . Students submit the completed form directly to their program for approval. If the student has not enrolled for more than 24 months they must reapply to the program to be reactivated. Programs must send the approved Graduate and Professional Program Update Form to our office via RTS for processing.





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PHD Progression Process

	Student – Years 2-4	Coursework	Complete your coursework and the courses required for your minor . It is student's responsibility to verify grades are posted on their transcript.
	Student – Years 2-4	Qualifying Exam	Pass your qualifying exams. After you pass your qualifying exams you must enroll for class each fall and spring semester thereafter, with the exception of summers, until you graduate. If you are graduating during the summer, you must enroll for at least one session during that summer.
	Student – Years 2-4	Nomination to Candidacy eDoc (NTC)	Once you've completed your coursework, including the minor , and passed your exams, complete the NTC eDoc. A minor form and plan of study must be submitted before the NTC eDoc. The qualifying exam must be passed at least 8 months before graduating. Student, not program or faculty, submits the eDoc found at graduate.indianapolis.iu.edu/forms/index.html . Edocs received with missing materials and/or incomplete information will be returned to the program. Candidacy will not be approved until all requested materials are received. Students, their program, and committee can check the movement of the eDoc through Document Search and Route Log. NOTE: Student and/or program must verify that an approved minor is listed on the eDoc. If there is no approved minor, "Individualized" must be entered. The approved minors list can be found on our website at graduate.indianapolis.iu.edu/admissions/programs.html .
	Program	Nomination to Candidacy eDoc (NTC)	The student must complete the eDoc. Advisory committee will administer the qualifying exam and will approve the NTC eDoc. Program will verify the requirements for the degree have been met (using the appropriate University Graduate School Bulletin). Program will confirm all grades, except current semester, are posted. eDocs received with missing materials and/or incomplete information will be returned to the program. Candidacy will not be approved until all requested materials are received. Program and committee can check the movement of the eDoc through Document Search and Route Log. NOTE: Student and/or program must verify that an approved minor is listed on the eDoc. If there is no approved minor, "Individualized" must be entered. The approved minors list can be found on our website at graduate.indianapolis.iu.edu/admissions/programs.html .


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<p>Student - Years 2-4</p> <p>Back to Top</p> 	<p>Nomination of Research Committee eDoc (NOR)</p>	<p>Student, not program or faculty, submits the NOR eDoc found at graduate.indianapolis.iu.edu/forms/index.html The NOR must be approved by the University Graduate School at least six months before you defend your dissertation. A prospectus (one-to-two page only) is required to be submitted with the NOR. The IRB is required when use of human subjects, animals or biohazards are involved. It is the programs responsibility to confirm IRB has been received.</p> <p>If eDoc is received with missing materials and/or incomplete information it will not be approved but will be returned to the program.</p>
<p>Student</p>	<p>Change of Research Committee eDoc</p>	<p>The research committee member change eDoc is found at graduate.indianapolis.iu.edu/forms/index.html.</p>
<p>Student/Program</p>	<p>Research Committee Guidelines</p>	<p>You will find research committee guidelines (updated on 11-16-15), as well as guidelines for Endorsed faculty and Limited Status faculty, on our website at graduate.indianapolis.iu.edu/forms/index.html</p>
<p>Student Years 4-5</p>	<p>Formatting your Dissertation</p>	<p>Complete and properly format your dissertation. Please visit graduate.indianapolis.iu.edu/theses-dissertations/deadlines.html for information on formatting requirements.</p>
<p>Student Years 4-5</p>	<p>Pre-defense</p>	<p>Once your research committee has read a final draft of your dissertation and agrees that it is ready to be defended, provide each member of your committee with a full, unbound copy of the dissertation, and arrange a mutually agreeable time and place for your defense. You should allow at least four weeks between the time you give the committee members their copies and the date of the defense so that they will have sufficient time to read and critique your work. The four-week waiting period will also allow other faculty members who might be interested in your work to plan to attend your defense as well.</p>
<p>Student Years 4-5</p> <p>Back to Top</p> 	<p>Defense Announcement eDoc</p>	<p>Student should initiate defense eDoc 40 days prior to defense. Program approvers must approve no later than 30 days prior to defense date. If our office receives an eDoc less than 30 days prior to the defense date, it will be disapproved.</p> <p>If an eDoc is received with missing/inaccurate information it will be returned to the program. Once the program has received a returned eDoc, they will have 5 business days to resubmit with the requested information. eDocs resubmitted after 5 business days could result in re-scheduling the defense.</p> <p>NOTE: Title on defense announcement will be the title of the dissertation. Also, once the defense is announced, the time and place cannot be changed without the approval of the Dean of the Graduate School in the IU Indianapolis Graduate School. The defense announcement eDoc is found at graduate.indianapolis.iu.edu/forms/index.html</p>
<p>Student Years 4-5</p> <p>Back to Top</p> 	<p>Pre-defense format check</p>	<p>Two weeks before defending, email an unsigned copy of the acceptance and abstract pages to gradrec@iu.edu for a format pre-check. Within a few days you will receive an email to let you know if any issues were found.</p>
<p>Student Years 4-5</p> <p>Back to Top</p> 	<p>Defend</p>	<p>Defend your dissertation in front of your research committee. Your committee should sign the acceptance page and abstract after the post-defense revisions are approved by the committee.</p>
<p>Student Years 4-5</p>	<p>Outstanding Grades</p>	<p>Verify that all "R" and "I" grades have been changed or will be changed by the 25th of the graduation month.</p>

	Program Years 4-5	Outstanding Grades	Deadlines for May, August and December graduates are university wide deadlines that can be found on the Office of the Registrar's website . The deadline for all other months is no later than the 25 th of the graduation month.
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STUDENT INSTRUCTIONS FOR MONTH PRIOR TO GRADUATING

	Defense	1 st of month prior to the anticipated graduation month	Defend dissertation
	Post Defense Back to Top 	10 th of the month prior to the anticipated graduation month	Once the post-defense revisions are approved by the committee, and acceptance and abstract pages signed, submit all items via email (gradrec@iu.edu) or via Box, Dropbox, Slashtmp, or other secure method no later than the 10 th day of the month prior to the anticipated graduation month.

STUDENT INSTRUCTIONS FOR MONTH OF GRADUATION

	Format Review Back to Top 	1 st of the graduation month	Format review will be completed by the 1 st of the graduation month. The student will be notified via email once the review is complete. (This notification will include whether or not the revisions need to be submitted for a second review.) The student will make any necessary revisions. Requirement of a third review may delay graduation.
	ProQuest Upload Back to Top 	5 th of the graduation month	The student will upload the format approved dissertation to ProQuest no later than the 5th of the month of anticipated graduation. If the upload requires revisions, the student must complete revisions and reload to ProQuest within five days.
	ProQuest Approval Back to Top 	10 th of the graduation month	All uploads must be approved by the 10th of the month or graduation will be postponed by a month. ProQuest
	Student	Survey of Earned Doctorates	Once the student's graduation month is confirmed, student will complete the Survey of Earned Doctorates at sed-ncses.org
	Student	Bindery Information	Students must check with their program for bound document requirements. Check the website graduate.indianapolis.iu.edu/theses-dissertations/formatting.html for dissertation and thesis bindery information.

Degree, Degree Name, Transcript and Diploma

	Student	Degree Date	IU degrees can be awarded monthly. The degree date is the last day of the month, except for May, August, and December. Degree dates for May, August and December are university wide dates, visit the academic calendar on the Office of the Registrar's website .
	Student	Degree Name	You will find important information about how your degree name will appear on diplomas, certificates, Commencement Programs, and on university websites that list graduates here .
	Student	Transcript	Once your degree is posted, it will immediately appear on your transcript. To order transcripts, visit the Office of the Registrar's website .
	Student	Diploma	Make sure to keep your Non-IU E-Mail address updated and home address in One.IU.edu current. The home address is the only address used to send your diploma.