

Ph.D. Degree Progression Checklist

(For Ph.D. students who are in University Graduate School programs.)

Updated 4/1/2017 - No Requirements were changed

√	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.
	Program – Year 1	EAP Requirements	Track EAP requirements for non-native English speakers and verify required courses were taken before year 2.
All forms and/or eDocs can be found on our website at http://graduate.iupui.edu/forms/index.shtml			
	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 IUPUI Graduate Office, you can find the form at http://graduate.iupui.edu/forms/index.shtml . 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	Any transfer of credit for coursework from an outside institution or outside your IUPUI school, which lists a course from another IUPUI school that is being matched to your student’s plan of study, will require written approval from the IUPUI School that offers the course(s). The memo must include the student name, UID, program and all courses requested for approval identified by course number, title and credit hour assigned to the course. This memo must be from the School’s Dean of Graduate Studies and/or Graduate Program Director that offers the courses. Send completed form along with a copy of the official transcript (front and back) to gradrec@iupui.edu within the first year. http://graduate.iupui.edu/forms/index.shtml
	Program	Course Substitution	If applicable, send completed form as soon as possible with the student’s Plan of Study to gradrec@iupui.edu http://graduate.iupui.edu/forms/index.shtml
	Program	Course Revalidation	If applicable, send completed form as soon as possible with the student’s Plan of Study to gradrec@iupui.edu . Must be sent before the Nomination to Candidacy eDoc. Note: The form should include details of how the course(s) is being revalidated. http://graduate.iupui.edu/forms/index.shtml
	Program	Converting Grades	If applicable, send to gradrec@iupui.edu as soon as possible with the student’s Plan of Study. Must be sent before the Nomination to Candidacy eDoc. http://graduate.iupui.edu/forms/index.shtml

Program	Minor Form - Required	Submit with the student's plan of study as soon as possible. Must be sent to our office (gradrec@iupui.edu) 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" must be entered. The list of approved minors, http://graduate.iupui.edu/admissions/programs.shtml
Program	Plan of Study - Required	Send via email to gradrec@iupui.edu 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@iupui.edu) and her approval must be submitted with the plan of study form.
Program	Termination of Study Form	Submit completed form to gradrec@iupui.edu as soon as possible to avoid student registering after termination. http://graduate.iupui.edu/forms/index.shtml
Program	Leave of Absence	Submit completed form to gradrec@iupui.edu within two weeks of student's notification to take leave. http://graduate.iupui.edu/forms/index.shtml
Program	Return from Leave of Absence	Submit completed form to gradrec@iupui.edu one week prior to the student's return. http://graduate.iupui.edu/forms/index.shtml
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" http://graduate.iupui.edu/forms/index.shtml . 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.

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 http://graduate.iupui.edu/forms/index.shtml . 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 the 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 http://graduate.iupui.edu/admissions/programs.shtml .

	Program	Nomination to Candidacy eDoc (NTC)	Do not complete the eDoc for your students. Advisory committee administers qualifying exam and approves 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 the 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 http://graduate.iupui.edu/admissions/programs.shtml .
	Student - Years 2-4	Nomination of Research Committee eDoc (NOR)	Student, not program or faculty, submits the NOR eDoc found at http://graduate.iupui.edu/forms/index.shtml . The NOR must be approved by the University Graduate School at least six months before you defend your dissertation. A prospectus 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. If eDoc is received with missing materials and/or incomplete information it will not be approved, but will be returned to the program.
	Student	Change of Research Committee eDoc	The research committee member change eDoc is found at http://graduate.iupui.edu/forms/index.shtml .
	Student/Program	Research Committee Guidelines	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 http://graduate.iupui.edu/forms/index.shtml .
	Student Years 4-5	Formatting your Dissertation	Complete and properly format your dissertation. Please visit http://graduate.iupui.edu/theses-dissertations/formatting/index.shtml for information on formatting requirements. You will also find the Theses & Dissertation Format Workshop PowerPoint presentation at http://graduate.iupui.edu/theses-dissertations/formatting/index.shtml
	Student Years 4-5	Pre-defense format check	Two weeks before defending, email an unsigned copy of the acceptance and abstract pages to gradrec@iupui.edu for a format pre-check. Within a few days you will receive an email to let you know if any issues were found.
	Student Years 4-5	Pre-defense	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.
	Student Years 4-5	Defense Announcement eDoc	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. 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. 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 Associate Dean of the Graduate School in the Graduate Office at IUPUI. The defense announcement eDoc is found at http://graduate.iupui.edu/forms/index.shtml .
Student Years 4-5	Defend		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.
Student Years 4-5	Outstanding Grades		Verify that all "R" and "I" grades have been changed, or will be changed by the 25 th of the graduation month.
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.
STUDENT INSTRUCTIONS FOR MONTH PRIOR TO GRADUATING			
	Defense	1 st of month prior to the anticipated graduation month	Defend dissertation
	Post Defense	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@iupui.edu) or via Box, Dropbox, Slashtmp, or bring to the IUPUI Graduate Office on a flash drive no later than the 10 th day of the month prior to the anticipated graduation month.
STUDENT INSTRUCTIONS FOR MONTH OF GRADUATION			
	Format Review	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.
	ProQuest Upload	5 th of the graduation month	The student will upload the format approved dissertation to ProQuest no later than the 5 th 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	10 th of the graduation month	All uploads must be approved by the 10 th of the month or graduation will be postponed by a month. www.etdadmin.com/iupui OR www.etdamin.com/cgi-bin/school?siteId=724
	Student	Survey of Earned Doctorates	Once the student's graduation month is confirmed, student will complete the Survey of Earned Doctorates at https://sed-ncses.org
	Student	Bindery Information	Students must check with their program for bound document requirements. The bound document(s) must contain a photocopy of the signed acceptance page. National Library Bindery Co., 55 South State Avenue #100, Indianapolis, IN 46201 (317.636.5606) www.nlbco.com .

Degree, 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. May degree date is Mother's Day(USA); August and December degree date is the last day of IUPUI classes, visit the academic calendar on the Office of the Registrar's website .
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	Once our office receives your diploma, you will receive an email via your preferred email address that's listed on your One.IU.edu account. This email will contain instructions on how you'll be able to receive the diploma. Make sure to keep your home address in One.IU.edu current. That is the only address used to send your diploma.

Additional Resources

Faculty and Staff:

Please check out our Guides and Job Aids at <http://graduate.iupui.edu/faculty-staff/guides.shtml> for information on: Admissions; eApp; IUIE; Workshops; eDocs

Students:

Please check out the eDoc Help Guides for information on: [Document Types](#); [Searching for eDocs](#); [Understanding the Route Log](#)