

ROAD MAP THROUGH PH.D. PROGRAM
DEPARTMENT OF GEOGRAPHY - INDIANA UNIVERSITY

First Semester:

- Course selection in collaboration with Director of Graduate Studies and other appropriate faculty.
- Request for **transfer of 30 credit hours from MA degree** (or equivalent).
- Identify field for Minor.

Second Semester:

- Student selects **Advisory Committee** consisting of:
 - Major advisor from Geography Department;
 - At least two additional faculty members from Geography Department;
 - A faculty member representing the Minor.
- If required: Student files for Human Subjects clearance on proposed research and outcome of filing is placed in student's file in departmental office.
- Appointment of Advisory Committee Form is completed and forwarded to the College of Arts and Sciences for approval no later than one year after the student has been admitted to the Ph.D. program.

First through Fourth Semester:

- After two full calendar years in the Ph.D. program, completion of 70 credit hours (including transfer credit).
- Required **Core Courses**: *G500, G504, G501*
- Course Work for the **Major**: four graduate courses (at least one 600-level seminar).
- Course Work for the **Minor**: see requirements specified in the minor program (~ 12 credit hours).
- Additional Course Work: 6 Credit hours (at least one additional seminar if course work for the Major includes only one 600-level seminar).

Fourth Semester (at the latest):

- Qualifying Examination Committee identified (update Advisory Committee, if necessary, for qualifying exam).
- Statement of understanding of the areas to be examined developed by all committee members and student. Student informs the graduate advisor that this has been done.

Fifth Semester:

- **Qualifying Examination**
 - 3rd week: **Written** Portion
 - 5th week: **Oral** Portion
 - 5th week: Subject to successful completion of qualifying exam: **ADMISSION TO PH.D. CANDIDACY** (Student's Advisory Committee submits a Nomination to Candidacy Form to the Graduate School. Upon approval by the Dean, student is awarded a Certificate of Candidacy.)
- Student selects **Research Committee** (in consultation with advisor) consisting of:
 - Director/chairperson of the committee (must be a full member of the Graduate Faculty);
 - Two or more faculty from the Geography Department;
 - A representative of each minor.
 - *All members of the research committee must be Members of the Graduate Faculty, at least 50% must be Full Members of the Graduate Faculty.*
- **Note:** The Research Committee must be approved by the Dean of the Graduate School. 5-12th week: Meet with the advisor and research committee for **preliminary approval of dissertation topic**.
- 6-16th week: **Research Proposal**
 - **Preparation** of Research Proposal.
 - **Distribution** of Research Proposal to Faculty and Graduate Students at least one week prior to oral presentation of Research Proposal.
 - **Oral Presentation** of Research Proposal to the Department.
 - **Approval of Research Proposal:** Research Committee determines necessary changes in Research Proposal and approves the Research Proposal.

- Student submits (in consultation with and approval by the Research Committee) a 1-2 page **prospectus of the dissertation** research to the Graduate School for approval.

Sixth Semester and Beyond:

- Up to 20 credit hours of *G860 Ph.D. Thesis*.
- Once students have accumulated a total of 90 credit hours, they must enroll for a minimum of 1 hour of graduate credit each semester until the degree is completed or in *G901, Advanced Research*.
- Student **submits copy of dissertation** to all members of the Research Committee.
- In consultation with the Chair of the Research Committee, student **requests Oral Defense**.
 - The decision to schedule a defense is reached by the Research Committee.
 - Thirty days prior to the scheduled defense, student (1) **submits a one-page announcement** of the final examination/defense to the Graduate School, and (2) the advisor advertises the event in the department.
 - **Oral Defense**
- Upon acceptance of dissertation by all members of the Research Committee:
 - Student **submits dissertation (including a 350-word abstract (signed))** to Graduate School and a bound copy to the Geography and Map Library.

(note the requirements slightly differ for the electronic submission – please check with the Graduate school)

Ph.D. GUIDELINE

NAME: _____

ENTRY DATE: _____

Courses	Semester	Grade	Credits	Elective Courses	Semester	Grade	Credits
G500			4				
G501			3				
G504			3				
Seminar			3				
Seminar							
Minor							
Minor							
Minor							
Minor							
G860							
G860							
G860							
G860							

FIRST SEMESTER:

Date of Request for Transfer of Credits: _____

Date Minor Field Identified: _____

Minor Field: _____

Minor Advisor: _____

SECOND AND THIRD SEMESTERS:

Student Advisory Committee:

Advisor: _____

Committee Members: _____

Minor field- Faculty Representative: _____

Date Advisory Committee Form sent: _____

Date of Human Subject clearance: _____

Copy of Human Subject clearance in file: Y / N

FOURTH SEMESTER:

Date Advisory Committee updated (if necessary): _____

Committee: _____

_____ Minor Faculty: _____

Date informed Director of Graduate Studies Areas of Qualifying Exam: _____

Areas to be examined: _____

FIFTH SEMESTER:

Qualifying Examination: Date of Written Exam: _____ Date of Oral Exam: _____

Date Admitted to Candidacy: _____ Date Nomination to Candidacy Form sent: _____

Selection of Research Committee:

Advisor: _____ Committee Members: _____

Full Member of Graduate Faculty? Y / N

If no, talk to Director of Graduate Studies _____

Minor Faculty: _____

Date: Preliminary meeting of Research Committee:

General Topic Approved: _____

Ph.D. Thesis Proposal Title:

Date: Proposal Accepted by Research Committee _____

Date: Oral Presentation of Research Proposal: _____

Date of Submission of Dissertation Research Prospectus to Graduate School: _____

Date: Approved by Graduate School: _____

SIXTH SEMESTER AND BEYOND:

Date: Copy of Dissertation draft submitted to Faculty Advisor _____

Date: Copies of Dissertation submitted to Research Committee: _____

Decision of Research Committee to Schedule Defense: Yes ___ No/postpone ___

Date: Announcement of Defense sent to Graduate School: _____
[at least, one month prior to defense date]

Date: 350 Word Abstract submitted to Graduate School: _____

Date: Dissertation Defense: _____

Date: Dissertation submitted to Graduate School: _____