

Indiana University School of HPER Doctoral Degree Steps Guide

Step 1 – Formation of Advisory Committee

- Doctoral students must have an advisory committee to prescribe courses and administer the examination that qualifies the student for candidacy for the degree when the prescribed courses are completed.
- Required form: **Appointment of Advisory Committee Form** Download at: www.indiana.edu/~hperwww/academics/forms/index.shtml
- Signatures of at least three advisory committee members are required. All members must have graduate faculty status. The chairperson of the advisory committee must be endorsed to chair graduate student committees.
- The completed form must be submitted to the graduate recorder in HPER Room 115.

Step 2 – Development of the Course Prescription

- Following approval of the advisory committee, the student and the advisory committee work together to prescribe courses for the student. The course prescription is finalized at a formal course prescription meeting. This meeting should take place no later than the eighth week of classes of the second semester of enrollment. No official student meetings may take place during final exam week or when the university is in recess.
- Required form: **Application To Schedule a Graduate Student Meeting Form** Download at: www.indiana.edu/~hperwww/academics/forms/index.shtml
- The student schedules the course prescription meeting date and time with the advisory committee members and then submits the form to the graduate recorder in HPER Room 115. The graduate recorder verifies the advisory committee member names before giving the form to the secretary for the executive associate dean in HPER Room 115. The secretary finds a meeting room and notifies the student and committee members of the room location and confirms the meeting date and time.
- At the course prescription meeting the student and the advisory committee finalize the list of required courses.
- Required form: **Report of Course Prescription Meeting Form** Download at: www.indiana.edu/~hperwww/academics/forms/index.shtml
- This form lists the required courses, and must be signed by the members of the advisory committee. A helpful tool during this process is the **Course Prescription Checklist & Information for Ph.D. Students Document**. Paper copies of this document are available in the HPER records office 115. The signed Report of Course Prescription Meeting Form is submitted in HPER Room 115 to the graduate recorder for initial evaluation and final approval by the executive associate dean.
- If any graduate level course work is to be transferred from another institution to be used on the course prescription, another form must accompany the Report of Course Prescription Meeting Form at the student's course prescription meeting. Required form: **Request for Transfer of Graduate Credit Form** Download at: www.indiana.edu/~hperwww/academics/forms/index.shtml
- This form should list all courses to be transferred from other universities. Only graded courses with a minimum grade of "B" are eligible to be transferred. The official transcripts from other universities are usually available in the student's file as a part of the original application materials. Ask the graduate recorder, in HPER Room 115, to copy the transcript(s) for use during the development of the course prescription. If this form is used, it should be submitted to the graduate recorder in HPER Room 115 along with the Report of Course Prescription Meeting Form.
- *Important Note:* Courses on the course prescription may be no older than 7 years at the time the student takes the qualifying examination. For information regarding revalidation of older courses, please consult the School of HPER Bulletin.

Step 3 – The Qualifying Examination

- To become a candidate for the Ph.D. degree and to proceed with the dissertation research project, students must pass a qualifying examination.
- Required form: **Application for Doctoral Qualifying Examination Form** at: www.indiana.edu/~hperwww/academics/forms/index.shtml. Qualifying exam dates are also available at this site.
- The completed Application for Doctoral Qualifying Examination Form should be submitted to the graduate recorder in HPER Room 115 for an eligibility audit. In order to be eligible to sit for the exam, applicants must have completed the research tool skills courses, and be within one course of successful completion of remaining requirements on the course prescription. The graduate recorder will verify that satisfactory grades are recorded on the applicant's transcript for the courses prescribed. Applicants with only one course to complete will be allowed to sit for the exam with the understanding that a satisfactory final grade must be recorded before nomination to candidacy. The approved application is passed to the secretary for the executive associate dean in HPER Room 115, and the qualifying exam will be scheduled. This examination is developed by the student's advisory committee. It includes a written portion and an oral portion and is offered three times each year. After the qualifying examination, continuous enrollment must be maintained during fall and spring semesters in dissertation credit, elective graduate courses, or HPER-G 901. If graduation occurs during a summer session, enrollment during that summer session is required.
- *Important Note:* The date on which the Ph.D. degree is awarded must be at least eight months after the passing date of the qualifying examination.

"Steps" continued on next page.

Step 4 – Nomination to Candidacy

- A student who passes the written and oral qualifying examination may apply for nomination to candidacy.
- Required form: **Nomination to Candidacy for the Ph.D. Degree Form** at: www.indiana.edu/~hperwww/academics/forms/index.shtml
- Signatures of advisory committee members must be obtained on this form. If any course on the course prescription lacks a final grade, the grade must be recorded on the transcript prior to submission of this form. Submit the completed form to the graduate recorder in HPER Room 115. The School of HPER graduate recorder forwards the form to the associate dean of the University Graduate School for final approval. A student's advisory committee disbands when a student is nominated to candidacy.

Step 5 – Formation of Research Committee

- Following nomination to candidacy, a student's research committee is formed to guide the student through the dissertation portion of the Ph.D. degree.
- Required form: **Nomination to Research Committee for the Ph.D. Degree Form** Download at: www.indiana.edu/~hperwww/academics/forms/index.shtml
- This form must be completed with signatures of all members of the committee. At least four members are required. All members must have graduate faculty status. The chairperson of the committee and at least one other member of the committee must be endorsed to chair graduate student committees. The completed form must be submitted to the graduate recorder in HPER Room 115. The graduate recorder will verify the eligibility of the members.
- This form must eventually be approved by the associate dean in the University Graduate School. However, two items must accompany the Nomination to Research Committee for the Ph.D. Form when it is sent to the Graduate School. One is a one-page synopsis of the research project. The other is only required if human or animal subjects are used in the research. If this is the case, a copy of an approved clearance form for the use of human or animal subjects must accompany the other two items. Information on the use of human or animal subjects in research may be found at www.research.indiana.edu/rschcomp/hmpg.html. These forms will not be sent to the Graduate School for approval until all three are collected.
- Important note: A Ph.D. student may not defend the dissertation until at least six months have passed following University Graduate School approval of the three items required above.

Step 6 - Dissertation Proposal

- Ph.D. candidates present a research proposal during a meeting open to faculty and students.
- Required form: **Application To Schedule a Graduate Student Meeting Form** at: www.indiana.edu/~hperwww/academics/forms/index.shtml
- The student schedules the proposal meeting date and time with the research committee members and then submits the form to the secretary for the executive associate dean in HPER 115. The secretary finds a meeting room and notifies the student and committee members of the room location and confirms the meeting date and time.
- At least two weeks before the scheduled proposal meeting, the chair and student must submit a one-page announcement / abstract of the proposal meeting with the date, time, and location of the meeting to the secretary for the executive associate dean in HPER Room 115. Announcement examples can be viewed in HPER Room 115.

Step 7 - Final Dissertation Defense

- The final oral examination in defense of the dissertation is a public meeting conducted by the candidate's research committee.
- Required form: **Application To Schedule a Graduate Student Meeting Form** at: www.indiana.edu/~hperwww/academics/forms/index.shtml
- The student schedules the dissertation defense date and time with the research committee members and then submits the form to the secretary for the executive associate dean in HPER Room 115 at least five weeks in advance of the dissertation defense date. The secretary finds a meeting room and notifies the student and committee members of the room location and confirms the meeting date and time.
- The chair and student must submit a one-page announcement / abstract of the dissertation defense meeting with the date, time, and location of the meeting to the secretary for the executive associate dean in HPER Room 115. Announcement examples can be viewed in HPER Room 115. The final dissertation defense cannot be held until at least four weeks have elapsed following distribution of the final draft of the dissertation to the research committee and submission of the defense announcement / abstract. This deadline is strictly enforced.

Step 8 - Application for Graduation

- A Ph.D. candidate obtains an **Application for Graduation Form** from, and submits it to, Kirkwood Hall Room 111.
- The proposed graduation date should coincide with submission of all required materials of the completed dissertation to the appropriate office. For a complete list of required materials, see the graduate recorder in the University Graduate School in Kirkwood Hall Room 111.
- A **Permission to Publish Form** must be obtained in HPER Room 115. It must be completed and returned to the director of academic program administration in HPER Room 115.
- Graduation dates occur monthly. Graduation ceremonies occur in May and December of each year. Students completing requirements between January and August may attend the May graduation ceremony. Students completing requirements between September and December may attend the December ceremony.