

## DEFINITION OF ADEQUATE PROGRESS FOR PH.D. PROGRAM

### MATRICULATION WITH MASTERS DEGREE

#### DEPARTMENT OF GEOGRAPHY - INDIANA UNIVERSITY

(credit hours indicated are the cumulative minimum number for that semester/year, separate from transfer hours)

##### *First Semester (9 credit hours):*

- Course selection in collaboration with Director of Graduate Studies and other appropriate faculty.
- Identification of supervisor
- Completion of *G500*, *G588* (if necessary) and additional coursework for a total of 9 credit hours of classes
- Request for **transfer of up to 30 credit hours from Master's degree** (or equivalent).
- Identify field for Minor.

##### *Second Semester (18 credit hours):*

- Completion of *G501* and additional courses for a total of 9 credit hours of classes
- 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 Summer (24 credit hours):*

- Student completes 6 hours of readings or research credit.

##### *Third Semester (33 credit hours):*

- Students completes 9 credit hours of coursework.

##### *End of the Fourth Semester (at the latest) all students must have:*

- Completed a total of 70 credit hours (including transfer credit).
- Completed required **Core Courses**: *G500*, *G588* (if necessary), *G501*
- Completed Course Work for the **Major**: four graduate courses.
- Completed Course Work for the **Minor**: see requirements specified in the minor program (9-12 credit hours).
- Identified a Qualifying Examination Committee (update Advisory Committee, if necessary, for qualifying exam).
- Completed paperwork identifying the areas to be examined and who on the Examination Committee is responsible for each area of examination.

##### *Second Summer:*

- Student prepares for exams.

##### *Fifth Semester:*

- **Qualifying Examination**
  - **Written** Portion, followed approximately two weeks later by **Oral** Portion
  - 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 of the above members of the research committee must be Members of the Graduate Faculty, at least 50% must be Members of the Graduate Faculty with approval to supervise Ph.D. students.*
- **Note:** The Research Committee must be approved by the Dean of the Graduate School.
- Student meets with the advisor and research committee for **preliminary approval of dissertation topic**.

*Sixth Semester:*

• **Research Proposal**

- **Preparation** of Research Proposal.
- **Distribution** of Research Proposal to Faculty and Graduate Students at least one week prior to 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.

*Seventh and Eighth Semester:*

- 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.
  - At least 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 Library. *For the requirements for electronic submission, please check with the Graduate school.*

**Note: Deviation from this definition of adequate progress toward degree without written permission of the faculty may result in withdrawal of financial support and/or dismissal from the program.**