

Graduate School Timeline & Paperwork (Updated: November 2023)

First semester

- Work towards forming a committee
- No official paperwork due
- If you have a fellowship or assistantship take F850 to use your max number of fee remit hours. (Unless you are a MA student who is definitely taking the exam and not moving on to the PhD. Discuss this with advisors.)

Second semester

- Committee must be formed by end of semester
- Must submit [committee formation paperwork](#) to Toni Arcuri
- If you have a fellowship or assistantship take F850 to use your max number of fee remit hours. (Unless you are a MA student who is definitely taking the exam and not moving on to the PhD. Discuss this with advisors.)

Third semester

- [MA thesis/project proposal and approval forms](#) must be turned in to Toni Arcuri by end of semester
- Portfolios are due the first Monday in November for MA students who wish to move on to the PhD program. Include the [PhD committee form for Portfolio](#).
- If you have a fellowship or assistantship take F850 to use your max number of fee remit hours. (Unless you are a MA student who is definitely taking the exam and not moving on to the PhD. Discuss this with advisors.)

Fourth semester

- MA exam
- If you have a fellowship or assistantship take F850 to use your max number of fee remit hours. (Unless you are a MA student who is definitely taking the exam and not moving on to the PhD. Discuss this with advisors.)

Fifth semester and beyond

- When preparing for qualifying exams, submit [qualifying exam procedure paperwork](#) to Toni Arcuri
- If you have a fellowship or assistantship take F850 to use your max number of fee remit hours. (Unless you are a MA student who is definitely taking the exam and not moving on to the PhD. Discuss this with advisors.)
- Once you have reached candidacy, you will have 6 semester of G901 credit. This is a reduced tuition credit. It is automatically 6 credits and at present costs \$150 per semester. You must email Toni Arcuri **every** semester in order to gain permission to register for this course. Once you have run out of G901 credits you will register for 1 credit hour of F850. (There are two sections, in town and out of town. You only need permission for the out of town section. You will need to email Toni Arcuri for permission to register for the out of town section.) **You MUST be enrolled every semester, excluding summer, until you submit your dissertation.** If you submit in the summer, you will be required to register for a summer session.

Paperwork

MA specific paperwork

MA exam paperwork

- You must apply for advanced degree on One.IU, #4 under MA located here: <https://graduate.indiana.edu/academics-research/graduation.html>

MA thesis/project defense paperwork

- If you defend a thesis or project, get defense paperwork signed at the defense. It's the back of the thesis/project approval form.

- If you are writing a thesis, after the defense, submit your defense signatures e-doc. You can find this paperwork You must apply for advanced degree on One.IU, #3 under MA located here: <https://graduate.indiana.edu/academics-research/graduation.html>
- You must apply for advanced degree on One.IU, #4 under MA located here: <https://graduate.indiana.edu/academics-research/graduation.html>

MA Thesis Submission

- After completing any revisions given to you at your defense, you will submit your thesis via the ProQuest website. Check out the formatting requirements before submitting, specifically the required tab <https://graduate.indiana.edu/thesis-dissertation/formatting/masters.html>. Shelly Gerber-Sparks at the graduate school will be your contact for any questions regarding submission. Toni Arcuri will send over your signed signature page.

PhD specific paperwork

Oral qualifying exam paperwork

- When you turn in your PhD proposal one week before your written exams, you will submit your Nomination to Candidacy e-doc. You will find this paperwork on One.IU, #3 under PhD located here: <https://graduate.indiana.edu/academics-research/graduation.html>
- At the oral part of the qualifying exam you will need to have the back of your qualifying exam planning form signed by your committee. Toni Arcuri will have this paperwork for you.

PhD Research Committee

- You will need to have your committee electronically sign your Dissertation Research Committee paperwork. This does not have to be approved until 6 months before your PhD defense. **However, we wish to have this created as soon as possible.** You will find this paperwork on One.IU, #5 under PhD located here: <https://graduate.indiana.edu/academics-research/graduation.html>
- If you ever need to change your committee once the e-doc has been approved, use the Change of Dissertation Research Committee e-doc on One.IU. This does not reset the 6 month clock, it can be done up until you submit your PhD defense announcement.

PhD defense paperwork

- You must submit your defense announcement **one month** prior to your defense. Please allow time for your committee to edit the announcement if necessary. You can find this paperwork on One.IU, #6 under PhD located here: <https://graduate.indiana.edu/academics-research/graduation.html>
- After the defense, submit your defense signatures e-doc. You can find this paperwork on One.IU, #8 under PhD located here: <https://graduate.indiana.edu/academics-research/graduation.html>

Submission

- After revisions, you will submit your dissertation on the ProQuest website. Check out the formatting requirements before submitting, specifically the required tab <https://graduate.indiana.edu/thesis-dissertation/formatting/doctoral.html>. Shelly Gerber-Sparks, gerbers@iu.edu, at the graduate school will be your contact for any questions regarding submission.

This link will also tell you all the paperwork you need and give you links to the paperwork! Most paperwork is done via e-doc, electronic document, through One.IU.

<https://graduate.indiana.edu/academics-research/graduation.html>