Step 1 – Formation of Advisory Committee

- Doctoral students must have an advisory committee to prescribe courses and administer the examination which qualifies the student for candidacy for the degree when the prescribed courses are completed.
- Required form: Appointment of Advisory Committee Form Download at: http://www.publichealth.indiana.edu/current-students/forms.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. • One member, the minor representative, must be in a department outside the student’s major department.
- The completed form must be submitted to the graduate recorder in HP 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 at: http://www.publichealth.indiana.edu/current-students/forms.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. at: http://www.publichealth.indiana.edu/current-students/forms.shtml. The signed Report of Course Prescription Meeting Form is submitted in HP Room 115 to the graduate recorder for initial evaluation and final approval by the executive associate dean.
- 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: http://www.publichealth.indiana.edu/current-students/forms.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 HP 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 HP 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 Public Health-Bloomington 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 exam.
- Required form: Application for Doctoral Qualifying Examination Form at: http://www.publichealth.indiana.edu/current-students/forms.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 HP 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 HP Room 115, and the qualifying exam will be scheduled. This examination is developed by the student’s advisory committee. The traditional version of the qualifying examination includes a written portion and an oral portion and is offered three times each year.
- After passing the qualifying examination, a student must maintain continuous enrollment during fall and spring semesters until the student's degree is certified. This enrollment may be in dissertation credit, elective graduate courses, or HPER-G 901. If the student's degree is to be certified 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.

Step 4 – Nomination to Candidacy

- A student who completes all course work and 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: http://www.publichealth.indiana.edu/current-students/forms.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 HP Room 115. The School of Public Health-Bloomington 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.

“Steps” continued on next page.
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.
- The candidate completes an online nomination of research committee request in Onestart. The online request requires the student to submit the following items:
  - each desired member’s name and user ID.
  - one to two page prospectus of the proposed research
  - signed Human Subjects Approval Form.
- Research committee membership stipulations: ♦ 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. ♦ One member must be from outside the major department.
- Important Note: A Ph.D. student may not defend the dissertation until at least six months have passed following University Graduate School receipt of the three items listed above and official approval of the membership of student’s research committee.

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: http://www.publichealth.indiana.edu/current-students/forms.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 HP 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 meeting announcement / abstract with the proposal meeting date, time, and location of the meeting to the secretary for the executive associate dean in HP Room 115. Announcement examples can be viewed in HP 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: Dissertation Defense Eligibility Form at: http://www.publichealth.indiana.edu/current-students/forms.shtml. This form must be submitted to the School of Public Health Records Office in HP 115 at least 40 days in advance of the proposed meeting date. The school’s graduate recorder verifies the student’s eligibility and the administrative secretary schedules a meeting room for the defense.
- The student receives an email message confirming the meeting date, time, and location. This message also contains instructions the student must follow to complete an online request to have the University Graduate School post an announcement of the student’s defense meeting. This request must be made at least 35 days in advance of the proposed meeting date.
- At least four weeks before the defense meeting date, the student must submit a draft of the dissertation to the committee to examine before the final defense meeting takes place.

Step 8 - Application for Graduation

- Candidates for the Ph.D. degree, who wish to participate in the graduation commencement ceremony, must file an application for graduation at least six months before the expected date of graduation. The Ph.D. Commencement Participation Application Form may be found online in Onestart. The vertical navigation bar on the left side of the main page contains a box entitled “group quick links.” The “university graduate school forms” link in that box will take the student to a page which contains a link, entitled “Ph.D. commencement participation application”, which leads to an online form which the student must complete, save and submit. If this application is successfully submitted six months before the graduation, the candidate’s name and degree information will be included in the commencement program. The candidate must also inform the research committee chair of the candidate’s intention to participate in the ceremony.
- The proposed graduation date should coincide with submission of all required materials of the completed dissertation to the University Graduate School Recorder in Kirkwood Hall, Room 111. For a complete list of required materials, see the Graduate Recorder in the University Graduate School in Kirkwood Hall Room 111.
- 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.