

Cognitive Science Program PhD and Joint PhD Timeline

PhD : (CogSci as your originating department)

PhD Dual: (CogSci as your originating department pursuing a dual major with another dept.)

Joint PhD: (Originating department outside of CogSci)

KEY: AC=Advisory Committee; DGS= Director of Graduate Studies; UGS = University Graduate School

Timing	Events	Forms (links to on-line form)	Required Signatures
PhD / PhD Dual: Beginning of 2nd semester & no later than 1 year after admission to the Ph.D. program.	Advisory Committee assigned Student initiates this by using the on-line form	Appointment of Advisory Com. form (for single major) on-line form: https://cid.indiana.edu/coasadmin/CICada/Ad	2- members from major area 1- member from the minor area COGS Chair; COLL Grad. Div. Dean
Joint PhD : Beginning of 2nd semester & no later than 1 year year after admission to the Ph.D. program	Advisory Committee assigned Student initiates this by using the on-line form	Appointment of Advisory Committee form (for a dual major major) on-line form : https://cid.indiana.edu/coasadmin/CICada/Ad	4 - members, 2 from each major (1 of the COGS member must be from outside home department). COGS Chair; COLL Grad. Div. Dean
PhD / PhD Dual: By the end of the 2nd semester	Research Project (progress report due) Approved & filed with COGS office	Demonstrate progress and fill out Research Progress Form (in-house form at CogSci).	Student, Faculty Advisor, DGS
PhD / PhD Dual: Beginning of the 3rd or 4th semester and reoccurring annually	Ph.D. Evaluation Day: student's progress will be reviews and evaluated by the CogSci faculty.	Each student will turne in a brief statement: summarize curriculum and progress. Statement due two weeks prior to evaluation. Form turned into CogSci Graduate Secretary	No signatures required for this form.
PhD / PhD Dual: At the end of the 4th semester	Research Project completed and Copy of project sent electronically to CogSci Graduate Secretary (1 copy filed with CogSci)	Each student will fill out a Research Project Completion form and turn form in to CogSci Graduate Secretary .	AC and DGS
PhD / PhD Dual: At the end of the 4th semester IF PhD STUDENT IS PURSUING DUAL MAJOR EXAM MAY BE POSTPONE FOR ONE YEAR	Qualifying Exams Format Approval Petition for exam	Each stand-alone student will need to fill out and turn in the Qualifying Petition Form (in-house form from CogSci)	Student, AC, DGS
PhD / PhD Dual: At the end of 4th semester	Content Specialization Proposal completed selected (students will need to plan to complete 5 courses approved by	Student submit CS Proposal Submission form with copy of proposal and list of courses approved by AC (in-house form from CogSci)	AC; Chair; DGS

PhD / PhD Dual: By the 5th semester	Content Specialization Completed Students will need to have the course work completed prior to taking Qualls. Exam	Student submit CS Verification Form Submission form with Advisory Committee and DGS signatures (in-house form from CogSci)	AC; DGS
PhD / PhD Dual: Prior to or by the 5th semester THE QUALS SHOULD BE TAKEN BY THE END OF SEPTEMBER	Qualifying Exam taken (date of exam) is the date used to determine the 7-yr period for currency of course work and completion to the dissertation.	Students will need to fill out and turn in the : Qualifying Exam Results form. Form turned in to CogSci Grad. Sec.. Copy of the quals papers sent to CogSci office. (in-house form from CogSci)	AC
PhD / PhD Dual /Joint PhD Must be completed before nomination to candidacy of the Ph.D.	Transfer of Graduate Credit (from other institutions). Request up to 30 hours Must forward form CogSci Grad. Sec.	Request for Transfer of Graduate Credit form (originates with CogSci). CogSci will forward form on to the Univ. Graduate School.	DGS; COLL Graduate Division Dean;
PhD / PhD Dual: By the end of 5th semester	Minor: Students must complete Minor in another dept. or program. If pursuing a dual major, minor will not be needed	CogSci should receive a memo from the other discipline regarding the completion of minor	no signatures
PhD / PhD Dual /Joint PhD complete this by the end of their 6th semester (3rd year)	Complete Q733 for 1 credit	No forms Credit is given when students deliver a public colloquium	No signatures
PhD /PhD Dual: After passing the qualification exams and completing all required coursework (usually by the end of the 7th semester).	Nomination to Candidacy(for the Ph.D. Degree)	The candidacy form originates with CogSci. Students will now complete this on-line at: https://apps.iu.edu/kr-prd/kew/EDocL ****	AC; COGS Chair; UGS; Dean at UGS
Joint PhD: After passing quals. and completing all coursework for both majors usually by the end of the 7th semester).	Nomination to Candidacy(for the Ph.D. Degree)	The candidacy form originates with Home department Students will now complete this on-line at: https://apps.iu.edu/kr-prd/kew/EDocL *****	AC ; Chair from each department; UGS; DGS
PhD / Dual PhD: At least 6 months before the defense of the dissertation	Establishing a Research Committee to review the dissertation prospectus. Research Committee membership & the dissertation prospectus (approved).	Nomination of Research Committee Students will now complete this on-line at: https://apps.iu.edu/kr-prd/kew/EDocL	Research Committee Members 1-chairperson (to serve as director) at least 2 additional faculty members from the major; and a representative of each minor COGS Chair; COLL Grad. Div. Dean
PhD / PhD Dual: By January of a student's 4th year	Defense of the Prospectus Student must defend dissertation	Research Committee will discuss format of defending prospectus	Research Committee Members

	prospectus		
Joint PhD: At least 6 months before the defense of the dissertation	Establishing a Research Committee to review the dissertation prospectus. Research Committee membership & the dissertation prospectus (approved).	Nomination of Research Committee Students will now complete this on-line at: https://apps.iu.edu/kr-prd/kew/EDocL 1-2 page prospectus must be included	Research Committee Members CogSci Chair; Dean; UGS *****
PhD / PhD Dual /Joint PhD October 1 deadline for fall commencement March 1 deadline for spring commencement	Applying for Graduation	Application for Advanced Degree Form Fill out Ph.D. Application for Advanced Degree form and forward form to CogSci Grad. Sec. who will forward form to UGS.	Research Committee Chair
UGS suggests at least 4 weeks time be given to the Research Committee to review the dissertation and to discuss a date, time and place for the defense.	Copy of completed dissertation (submitted to each member of the Research Committee member.)	No form	N/A
30 days before the scheduled date of defense of the dissertation:	One-page announcement of the Final Examination submitted with a summary of the dissertation.	Final Exam Announcement Form Students will now complete this on-line at: https://one.iu.edu/task/iub/phd-defen	Research Committee Chair; (students pursuing dual majors will need both committee chairs from each major).
During the Final Exam :	Take the acceptance page and abstract with you to the defense and get signatures	Acceptance and Abstract form (on-line forms available from the UGS web site:) http://graduate.indiana.edu/theses-di	Research Committee members
After the final exam: (at least 30 days before degree conferral): (students must have received acceptance of dissertation & must submit a copy to the UGS within 7 years after passing the quals. exam).	Approval of dissertation by Research Committee & submission of dissertation & abstract to the UGS.	Electronic submission of the dissertation (including signed acceptance and abstract page) to UGS. Bound or electronic submission to CogSci. Info. can be found on UGS web site http://graduate.indiana.edu/theses-di	Research Committee members
After the final exam:	All "R" grades removed for dissertation credit	Removal "I" "R" Grades. (form originates from home department).	Course Instructor; Dean, College of Arts & Sci. Grad. Div.
Normally within 3 months after the graduation date.	Ph.D. Diploma Received (from the Registrar's office). Verify that Registrar has your permanent address on file.	N/A	N/A