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Graduate Committee

Role of the Graduate Committee
The Graduate Committee is responsible for
administration of admissions, academics, and
other advisory issues for graduate students
in the department. The committee acts on
applications for associate instructorships,
fellowships, and summer research support
and monitors academic progress of students.
The committee consists of faculty members
chosen to represent a range of disciplines
and research fields in the department. The
committee is assisted in its work by Mary
Iverson, Graduate Secretary.

Current members of the committee are: Dr. Claudia C. Johnson - Director of Graduate
Studies; Dr. Gregory Olyphant; Dr. Kaj Johnson

Please contact the Director of Graduate Studies at: geodgs@indiana.edu
Please contact Mary Iverson at: miverson@indiana.edu
GENERAL INFORMATION FOR ALL GRADUATE STUDENTS

RESIDENCY

All graduate students must complete at least 30 hours of graduate credits in residence at the IU Bloomington campus. Ph.D students must be in residence at the Bloomington campus for at least two consecutive semesters during the degree program.

SELECTION OF ADVISORS AND RESEARCH COMMITTEE

The Graduate Committee will advise each new graduate student on course selection until a primary advisor is selected. Students should choose a primary advisor from the graduate faculty within the Department of Geological Sciences or the Indiana Geological Survey www.igs.indiana.edu. If the primary advisor is from the Indiana Geological Survey, a co-advisor from the Department is required (Appendix 1).

A Research Committee will oversee the student’s academic and research progress toward the degree. For all degrees, the majority of members of the research committee must be selected from within the Department of Geological Sciences. The field of expertise of both the primary advisor and the research committee should reflect the topic of research chosen by the student.

COMMUNICATION WITH RESEARCH COMMITTEE

Students must keep members of their Research Committee informed of progress with research and fulfillment of academic requirements on a regular basis, through both meetings and e-mail. Meetings should occur at least once each semester of the academic year (Spring and Fall), although students are strongly encouraged to meet more frequently with their committee members on an informal basis.

ANNUAL REVIEW

An Annual Review of academic and research progress is required of all graduate students in the department. Appendices 2 and 3 contain sample copies of the M.S. and Ph.D. Annual Review forms that are to be completed and submitted to the Department Graduate Office (GY 127) by May 1 for students in their first year of study and by April 15 for all other graduate students. Forms can be obtained through the departmental website. Completion of the Annual Review forms requires a meeting of the student with the research committee. Students who fail to complete their annual review or whose review is unsatisfactory may be placed on academic probation. While on academic probation, a student cannot be supported as an AI, RA, or Fellow.

SOURCES OF FUNDING

The Department of Geological Sciences awards AI, RA and Fellowship support, as well as summer research funds, on a competitive basis. AI support includes preparing for and teaching laboratory courses, among other duties. RA support is dependent on specific research funds procured by individual faculty members through externally-funded grant proposals. Fellowships and summer research support are available from assets allocated to general or specific departmental accounts.

DIPLOMAS

Degrees are granted every month of the year. The University Graduate School requires receipt of bound and unbound copies of the thesis prior to the 10th of the month for the degree to be granted in the same month; if received after the 10th the degree will be granted the next month. A degree diploma is mailed to a student’s home address two to three months after the degree is conferred. Diplomas are sent third-class mail through the US Postal Service. Please be aware that third-class items are not forwarded to a new address. In this regard, students must verify that the correct permanent home address is on file with the Registrar in order to have the degree mailed to the desired location. Please see Mary Iverson if you are an international student desiring special arrangements for receipt of the diploma. Mary can instruct you to have the diploma sent from the University Graduate School to the Geology Graduate Office (GY-127). Our department will then send the diploma by air mail to your international address. Duplicate diplomas may be obtained through the Registrar for an additional fee.
Master of Science Thesis Overview

This degree option is recommended for most students. The degree requirements include:

1. Total of 30 credit hours
2. At least 22 of the 30 hours must be graduate-level courses. 400-level courses from the Department of Geological Sciences that can be taken for graduate credit are listed in Appendix 8. 500-700-level Geology courses, and lower-level courses from other departments that count toward graduate credit can be found in the University Graduate School Academic Bulletin (see the section entitled Graduate Credit-General in the Academic Regulations section of the University Graduate School Academic Bulletin).
3. 12 of the 22 hours must be from the Department of Geological Sciences.
4. A minimum of 3 credits of G810 (research credits) are required; a maximum of 8 credits of G810 can be applied toward the degree.
5. At least three 3-credit hour courses of 500 level or above must be taken from the Department of Geological Sciences.
6. Selection of courses must be approved by the primary advisor in consultation with the student's research committee.

Transfer of Credit – up to 8 credit hours of graduate classes can be transferred from another institution, provided the classes meet the requirements of equivalency of graduate classes offered at IU and a grade of ‘B’ or higher was achieved. Pass/Fail or ‘S’ graded classes cannot be transferred. Requests for transfer of credit hours originate with the student and advisor or Graduate Committee. Students will be required to highlight on a copy of their transcripts the specific courses they request for transfer and bring the transcript to the Graduate Office GY 127. Transfers have to be approved by the University Graduate School and must have been completed within the 5 calendar years prior to awarding of the Masters degree.

Primary Advisor – an advisor (and co-advisor if necessary; see above) should be selected no later than March 1st of the first year in the degree program.

Research Committee – A three-person research committee must be formed for each Masters student, consisting of the primary advisor and two other members. Two of the members of this committee must be graduate faculty in the department (see page 3). The composition of the research committee and signatures from each of the members must be filed with the Departmental Graduate Office by April 1st of the first year of the degree program. Any change must be communicated immediately to the Graduate Secretary.

- G599 Thesis credit may be taken by Master’s students who have enrolled in 30 or more hours of graduate coursework applicable to the degree and who have completed all other requirements of the degree except the thesis or final project or performance.

Completion of Written Thesis – The thesis should be prepared in a form that is essentially ready to submit for publication in an appropriate journal(s). Publication of results is strongly encouraged. The format of the thesis must conform to the University’s official policy on the production of theses (Appendix 4). Appendix 5 contains an example of a student’s Masters thesis production.

Timeframe – Masters Degrees must be completed within five years of enrollment, or six years for Dual Masters degrees. Students who exceed this timeframe must re-apply for admission into the graduate program.

- The Application for Advanced Degree form (Appendix 2) must be filled out a minimum of 60 days prior to desired graduation date, regardless of whether you will attend the commencement ceremony or not. This form is obtained from the Graduate Secretary.
- If you wish to attend the commencement ceremony, paperwork must be filled out in advance. To attend the December commencement, forms must be filled out around early October; for the May commencement, forms must be filled out around early March. Further information can be found at the Indiana University Ceremonies website: www.indiana.edu/~ceremony/. Consult with the Departmental Graduate Office GY 127 for further information.
- M.S. Thesis Presentation – students are encouraged to present their final M.S. research results at a society conference (e.g., AGU, GSA, AAPG, etc.) or at a departmental defense with title, date, time and location announced to the department.
EXAMPLE CREDIT HOUR DISTRIBUTION FOR A MASTERS STUDENT

<table>
<thead>
<tr>
<th>Geological Sciences classes:</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>G406 Introduction to Geochemistry</td>
<td>3.0</td>
</tr>
<tr>
<td>G423 Methods in Applied Geophysics</td>
<td>4.0</td>
</tr>
<tr>
<td>G524 Carbonate Facies and Environments</td>
<td>3.0</td>
</tr>
<tr>
<td>G554 Fundamentals of Plate Tectonics</td>
<td>3.0</td>
</tr>
<tr>
<td>G587 Organic Geochemistry</td>
<td>3.0</td>
</tr>
<tr>
<td>G601 Clay Mineralogy</td>
<td>3.0</td>
</tr>
<tr>
<td>G600 Advanced Techniques</td>
<td>1.0</td>
</tr>
<tr>
<td><strong>Geology Total</strong></td>
<td><strong>20.0</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other graduate classes:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>C506 Biogeochemistry</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Research Hours:</strong></td>
<td></td>
</tr>
<tr>
<td>G810 Research</td>
<td>7.0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>30.0</strong></td>
</tr>
</tbody>
</table>

MASTER OF SCIENCE ‘REPORT OPTION’ OVERVIEW

This degree option is not recommended for most students because it may limit future educational and professional goals. The degree requirements include:

- Total of 30 credit hours:
  - 27 of the 30 hours must be graduate-level courses; the remaining 3 can be G810. 400-level courses from the Department of Geological Sciences that can be taken for graduate credit are listed in Appendix 8. 500-700-level Geology courses, and lower-level courses from other departments that count toward graduate credit can be found in the University Graduate School Academic Bulletin (see the section entitled Graduate Credit-General in the Academic Regulations section of the University Graduate School Academic Bulletin).
  - 20 of the 27 hours must be from the Department of Geological Sciences.
  - At least three 3-credit hour courses of 500 level or above must be taken from the Department of Geologi-
    cal Sciences.
  - Selection of courses to be taken should be discussed with the primary advisor and research committee.
  - Research Skill or Foreign Language – Students must complete either a Research Skill in a designated area or a Foreign Language option. **NOTE:** neither of these options counts toward the 30 hour credit total required.
    - Research Skill consists of 6 credit hours in 300/400-level courses (or higher) within a selected skill area.
      Appendix 6 contains a partial list of available skill areas and subjects within them.
    - Foreign Language can be fulfilled by passing a proficiency examination in a foreign language (e.g., French, German, Russian or Spanish) administered by the University or by completing two 3-credit-hour 491-492-level courses in one of the approved languages with a grade of ‘B’ or higher.
  - Transfer of credit – as above in MS overview.
• Must maintain a 3.0 (B) grade point average each semester - as above in MS overview.
• Report – the precise format and content of the report are determined in collaboration with the student’s advisor and research committee. The report must be approved in writing by the entire research committee. It is recommended that the report be in a format suitable for publishing, but it is not required.
• Primary Advisor – an advisor (and co-advisor if necessary; as above in MS overview) should be selected no later than March 1st of the first year in the degree.
• Research Committee – as above in MS overview.
• Timeframe – Masters Degrees must be completed within five years of enrollment, or six years for Dual Masters degrees.
• The Application for Advanced Degree form (Appendix 2) must be filled out a minimum of 60 days prior to desired graduation date, regardless of whether you will attend the commencement ceremony or not. This form is obtained from the Graduate Secretary.
• If you wish to attend the commencement ceremony, paperwork must be filled out in advance. To attend the December commencement, forms must be filled out around early October; for the May commencement, forms must be filled out around early March. Further information can be found at the Indiana University Ceremonies website: www.indiana.edu/~ceremony. Consult with the Departmental Graduate Office GY 127 for further information.
• M.S. Report Option Presentation – students are encouraged to present their final M.S. research results at a society conference (e.g., AGU, GSA, AAPG, etc.) or at a departmental defense with title, date, time and location announced to the department.
DOCTOR OF PHILOSOPHY
DEGREE OVERVIEW

The requirements below presume that the student begins the program having completed an MSc. Degree. The requirements include:

• Total of 90 credit hours:
  - 35 of the 90 hours must be graduate-level courses.
  - 12 of these 35 hours must be graduate courses from the Department of Geological Sciences. In exceptional cases (e.g., when a student enters the Ph.D program with a strong background in the geological sciences and finds few courses in the department that will support their doctoral research program), candidates may petition the Graduate Studies Committee in writing to waive this requirement.

TRANSFER OF CREDIT – up to 30 credit hours of graduate classes can be transferred from another institution, as long as the classes are equivalents of graduate classes offered at IU and a grade of ‘B’ or higher was earned. Pass/Fail or ‘S’ graded classes cannot be transferred. Courses to be transferred must be approved by the University Graduate School and must have been completed within the 7 calendar years prior to passing the Qualifying Exam. The transferred classes can substitute for up to 30 of the required 35 credit course requirement.

• Must maintain a 3.0 (B) grade point average.

RESEARCH SKILL OR FOREIGN LANGUAGE

Students must complete either a Research Skill in a designated area or a Foreign Language option.

- Research Skill consists of 6 credit hours in 300, 400, or higher-level courses within a selected skill area. Appendix 6 contains a partial list of available skill areas and subjects within them. Courses taken to fulfill research-skill requirements may be counted for graduate credit provided such courses are listed in the Graduate School Academic Bulletin as carrying graduate credit and they are approved by the Graduate Committee. The Graduate Committee will look favorably on courses that are at the graduate level in order to count the credits toward the 90-credit total. Each course must be passed with a grade of B or higher to satisfy the proficiency requirement.

- The Foreign Language option can be fulfilled by passing a proficiency examination (administered by the University) or by completing two 3-credit hour 491-492-level courses in one of the approved languages with a grade of ‘B’ or higher. Note: This option does not count toward the 35-hour credit total required.

• G901 Dissertation credits can be taken when the student has finished the course requirements detailed above, including gaining the full 90 credit hours, but only as long as the student has not previously enrolled in more than 5 semesters of G901. G901 is currently 6 credit hours per spring and fall semester. Summer enrollment is not required unless the student intends to receive the degree during summer, in which case the student should enroll in 1 credit of G810, as G901 is not offered in the summer.

PRIMARY ADVISOR – an advisor (and co-advisor if necessary; see page 3) should be selected no later than December 1st of the first year of the degree.

ADVISORY COMMITTEE – The advisory committee shall approve the student’s program of study and counsel the student until the passing of the Qualifying Exam. The advisory committee must include at least two members from the major area and one from the minor. The name of the primary advisor and two other members of the committee must be confirmed in a signed letter to the Graduate Secretary.

RESEARCH COMMITTEE – Following the qualifying exam, a research committee must be selected, consisting of the primary advisor and 3-4 other members. This could include all of the members of the Advisory Committee. Three of the members of this committee must be graduate faculty in the Department. The composition of the research committee and signatures from each of the members must be listed on the annual review form; any change must be communicated to the Graduate Secretary immediately.

SELECTION OF A MINOR - Selection of a Minor is also a requirement of the degree. The minor can be an area within the geosciences distinct from the chosen major (e.g., geophysics, geobiology, tectonics, geochemistry, geomorphology, mineralogy, sedimentology, hydrogeology, etc.), or it may be from outside the department (e.g., History and Philosophy of Science, Chemistry, Physics, Biology, SPEA, Mathematics, etc.). Selection of internal minors must be approved by the Graduate Committee and by the Graduate School Dean’s office prior to completing the proposed course work. Minors typically take between 6 and 12 credit hours to complete, but actual requirements and courses to be taken will be determined by the Minor Advisor who must be selected by the stu-
dent from within the department in which the minor will be taken. The minor advisor typically becomes a member of the student’s research committee (see below). Graduate-level courses in the minor do count toward the 35 credit hour total needed for the degree.

**Preliminary Examination** - The Preliminary Examination is to be administered in early December of the first semester of enrollment for students with degrees in Geological Sciences, and early December of the first or third semester for students with degrees in non-Geological Sciences disciplines. The examination will take place over a one-day period with morning and afternoon sessions during which students develop responses to open- and closed-book questions, as indicated on the examination.

Students must apply to the Graduate Committee with a letter of intent to take the exam. The letter must be signed by the student and supported with a signature from the primary advisor. Letters of intent to take the exam are due October 1st in the Graduate Secretary office, Geology 127.

The examination is written by members of the Graduate Committee in consultation with the faculty members most closely aligned with the student’s research area. The exam is intended to investigate the depth of knowledge and breadth of the candidate’s geoscience background, as well as knowledge in the chosen area of study.

Written notification of the results of the examination will take place within two to three weeks of completion of the exam. Students will receive either a Pass, Conditional Pass, or Failing grade. Students receiving a conditional pass on the examination will have the option of scheduling an oral interview with the Graduate Committee and the primary advisor within two weeks after written notification to discuss performance on the examination. Students receiving a conditional pass may be required to take supplemental coursework. The oral interview is mandatory for students who failed the exam. The purpose of the interview is to further evaluate the student’s suitability for doctoral studies. Depending on the student’s performance during the oral interview, the student will be required to either complete remedial course work or leave the graduate program at the end of the semester. Students who fail cannot retake the examination.

**Qualifying Examination** – This is a three-stage process and can only be undertaken once minimum course requirements have been fulfilled and no later than the 6th semester after passing the Preliminary Exam:

- First is the preparation of a research proposal, approximately 15 pages excluding figures and references, that is reviewed by the advisory committee. The proposal must demonstrate that the proposed research consists of a suitable topic in terms of feasibility and importance. Preliminary results and familiarity with the field and literature are necessary before writing the proposal. Once revisions are made and the proposal is accepted by the advisory committee, the second stage can be initiated.

- A written examination based on the research proposal is prepared by the advisory committee. This is a closed-book examination taken on a day chosen by the student, spanning approximately 3 hours in the morning and 3 hours in the afternoon. The examination is meant to evaluate familiarity with the chosen research area, to assess the relation of this field of research to others in the geosciences, and to alert the student to potential weaknesses in the research proposal. The advisory committee will evaluate responses to the examination; if responses are deemed sufficient, the third part of the process occurs. Students who fail the examination will be asked to leave the graduate program at the end of the semester, retake the examination, or take remedial classes within 6 months of the examination date.

- Within 2 weeks after the written exam, the actual Qualifying Examination takes place. The exam consists of an oral presentation of the research proposal to the advisory committee, and responses to questions from committee members’ questions regarding both the proposal and the examination answers. This examination takes approximately 3 hours. A room within the department must be booked for this purpose and presentation equipment reserved (see the staff person in room 129). Possible outcomes of this exam are: pass (admission to formal Ph.D. Candidate status), fail with permission to retake the exam, fail without permission to retake the exam, or a conditional pass (the candidate may need to satisfy some requirements set by the committee, which may involve further classes or research).

- The Nomination to Candidacy form must be filled out by the Graduate Secretary prior to the Qualifying Examination. If a candidate passes, all committee members must sign the form on the day of the Qualifying Examination. This form is then sent to the University Graduate School for acceptance of the examinee to become a formal Ph.D candidate.
After approval of the Graduate School, the candidate’s Research Committee is formally appointed; all members of the committee must accept the appointment by signing the appropriate form.

**Completion of Written Dissertation**

- The dissertation should be prepared in a form that is essentially ready to submit for publication in appropriate journals. Publication of results is strongly encouraged. The format of the dissertation must conform to the University’s official policy on the production of theses (Appendix 4). Recently completed Ph.D dissertations in the Department library are good examples to follow.

**Dissertation Defense**

- Timing of the defense should be such that at least eight months would elapse between passing the Qualifying Examination and the date the degree is awarded. The Research Committee and student must come to an agreement that the dissertation is at a stage that is suitable for defense, based on drafts of the dissertation submitted to the committee. An Announcement of Defense must be submitted to the University Graduate School a minimum of 30 days prior to the defense date. An example of the format required is included in Appendix 4. Two weeks prior to the defense a copy of the dissertation must be placed in the front office for public perusal. The defense itself consists of a public presentation of the dissertation research that any interested faculty and students may attend, followed by an open session of questions and discussion, after which the student’s Research Committee conducts a rigorous closed oral examination of the student.

**Results of the defense** are a pass; conditional pass; a deferred decision, or a failure without the option to retake. The conditional pass usually requires revisions of the dissertation as recommended by the research committee, and a deferred decision indicates that the opinion of the research committee was not unanimous, a circumstance that requires reports from the research committee detailing the differing opinions to the Dean.

A **Removal of Incomplete** form, copy of the dissertation abstract with signature spaces, and the **acceptance pages** of the dissertation printed on 100% cotton paper with enough copies for each bound and original dissertation must be signed by the research committee (including the minor advisor) and returned to the Graduate Secretary on the day of the defense. The Graduate Secretary must also receive two copies of the dissertation abstract, one unsigned and one signed, the original unbound dissertation in a box suitable for mailing, and receipts for microfilming of the dissertation (required by UGS), copyright (if applicable), and bindery payments (if applicable).

**Timeframe**

- The Ph.D dissertation must be accepted by the student’s research committee and a copy must be submitted to the University Graduate School within **seven years** of passing the Qualifying Examination. Failure to do so will result in termination of Ph.D candidacy. Reinstatement of candidacy is possible and involves obtaining permission of the department chairperson, fulfilling any reinstatement requirements from the Department, passing the Qualifying Examination again, and then requesting reinstatement from the Dean. Once reinstated, the degree must be completed within three years.

The **Application for Advanced Degree** form (Appendix 3) must be filled out a minimum of **60 days** prior to the desired graduation date, regardless of whether the student attends the commencement ceremony or not. This form is obtained from the Departmental Graduate Office. Paperwork must be filled out in advance to attend the commencement ceremony. To attend the December commencement, forms must be filled out around early October; for the May commencement, forms must be completed in early March. Further information can be found at the Indiana University Ceremonies website www.indiana.edu/~ceremony/. Further information can be obtained from the Graduate Secretary in Geology 127.
### Example Credit Hour Distribution for a Ph.D Student

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<th>Classes</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>G591 Physical Sedimentology</td>
<td>3.0</td>
</tr>
<tr>
<td>G592 Chemical Sedimentology</td>
<td>3.0</td>
</tr>
<tr>
<td>G514 Geophysical Signal Analysis</td>
<td>3.0</td>
</tr>
<tr>
<td>G612 Inverse Methods</td>
<td>3.0</td>
</tr>
<tr>
<td>G572 Basin Analysis</td>
<td>3.0</td>
</tr>
<tr>
<td>G601 Clay Mineralogy</td>
<td>3.0</td>
</tr>
<tr>
<td>G571 Principles of Petroleum Geology</td>
<td>3.0</td>
</tr>
<tr>
<td>G451 Hydrogeology</td>
<td>3.0</td>
</tr>
<tr>
<td>G554 Fundamentals of Plate Tectonics</td>
<td>3.0</td>
</tr>
<tr>
<td>G571 Petroleum Geology</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Minor</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>A504 Introduction to C++</td>
<td>3.0</td>
</tr>
<tr>
<td>A506 Introduction to Object Oriented Programming</td>
<td>3.0</td>
</tr>
<tr>
<td>P573 Scientific Computing</td>
<td>3.0</td>
</tr>
<tr>
<td>P673 Advanced Scientific Computing</td>
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<td><strong>Total</strong></td>
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**Total all Graduate Courses:** **42.0**

**Research Skill (inclusion into 90 credits requires approval of Graduate Committee):**

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<tr>
<td>E538 Statistics for Environmental Science</td>
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<tr>
<td>K310 Statistical Techniques</td>
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<td><strong>Total</strong></td>
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**Research Hours:**

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<th>Courses</th>
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</thead>
<tbody>
<tr>
<td>G810 Research Hours</td>
<td>42.0</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>90.0</strong></td>
</tr>
</tbody>
</table>
Doctor of Philosophy Degree without Prior M.Sc. Degree in Geological Sciences

The requirements below presume that the student begins the program having completed a Bachelors degree. The requirements include:

- Total of 90 credit hours:
  - 35 of the 90 hours must be graduate-level courses.
  - 25 of these 35 hours must be graduate courses from the Department of Geological Sciences

The following items have the same requirements as those specified in the Ph.D. Overview:

- Must maintain a 3.0 (B) grade point average
- Research Skill or Foreign Language
- G901 Dissertation credits
- Primary Advisor
- Research Committee
- Selection of a Minor
- Preliminary Examination - students are expected to take the examination either in their first or third semester of enrollment in the degree program.
- Qualifying Examination
- Completion of written Dissertation
- Dissertation Defense
- Timeframe
- Application for Advanced Degree
- Transfer of credit

Students are expected to take the preliminary exam either in their second or fourth semester. Students must apply to be admitted to this program.

APPENDICES

Appendix 1  Faculty Directory 2009-2010
Appendix 2  Forms for the Masters Degree
Appendix 3  Forms for Ph.D. Degree
Appendix 4  A Guide to the Preparation of Theses and Dissertations
Appendix 5  Example of Masters Thesis - Printing and Binding
Appendix 6  Research Skill Courses
Appendix 7  Work Allowances for F-1 International Students
Appendix 8  400-Level Courses Applied Toward Graduate Credit