The Student's Guide to
Luddy Ph.D.s with a Double Major

Note: This guide does not substitute for the official documents, the program's *Doctor of Philosophy Handbook* and the *University Graduate School Bulletin*. Always consult these documents for further details and official explanations. The benchmarks and explanations may vary if the student double majors. Consult with the Graduate Studies Office for further details.

The student may pursue two majors in two Ph.D. programs simultaneously, if permitted by each Ph.D. program and approved by the University Graduate School (UGS) dean. Two general requirements pertain to double majors:
(1) there must be a substantive relationship between the two major fields, particularly with respect to the topic of the student's dissertation; and (2) all degree requirements for each major must be fulfilled, including the passing of two sets of qualifying examinations (quals). However, it is typically possible to count the same work toward requirements in both programs (e.g., integrate the qualifying exams into a single exam administered by a joint advisory committee or a specific foreign language acceptable in both programs). The exact courses of study and examinations required are to be determined by a joint advisory committee comprised of faculty members from each of the majors. Any area of substantial overlap in the two courses of study or in the examinations is to be negotiated by the committee as a whole and approved by the dean.

A total of 90 credit hours is required for the Ph.D. degree with a double major. While judicious program planning may permit completion of some double majors within the 90 credit hours, the student may accrue additional hours depending on the programs of study required for each major. In recognition of such a possibility, the student will be allowed one additional year, for a total of eight years, before they must take the qualifying examinations.

Graduate Evaluation Day (GED)
Each year of enrollment in the program.

☐ Submit an Annual Report for the previous academic year to the Luddy Graduate Studies Office (GSO).

Each year, the Informatics faculty review and evaluate the student's academic progress. The student will be provided feedback on their progress.

Transfer of Credit
(for students with graduate course work)
Within the first year of enrollment in the program.

☐ Complete and submit the *Transfer of Credit* form to the Luddy GSO.

Up to 30 credits of graduate work may be transferred to the student's Ph.D. degree. In order for a course to transfer, a grade of 3.0 or higher must have been earned.

Changing from a Single to a Double Major

☐ Submit the Application to Change from a Single to a Double Major to the Luddy GSO.

☐ Submit a goals statement with the Application to Change from a Single to a Double Major to the Luddy GSO.

☐ Submit the Double Major Advisory Committee form to the Luddy GSO.

To change from a single to a double major, a student must submit (1) the Application to Change from a Single to a Double Major, (2) a goals statement (1-2 pages), and (3) a Double Major Advisory Committee form to the Luddy GSO.

The advisory committee must include at least two members from each major area. At least two members of the advisory committee must be members of the IUB Graduate Faculty List. The advisory committee members must be approved by both of the program's Directors of Graduate Studies and the University Graduate School.

Once the double major is approved, the student will need to achieve the following milestones:

Qualifying Exam

After all course work has been completed and within the first three years after admission, the Luddy GSO will give approval to take the Qualifying Exam (Quals).

☐ Schedule an appointment with the Luddy GSO to obtain approval to take the Quals.

☐ After passing the Quals, submit the completed Qualifying Exam form to the Luddy GSO.

The qualifying examinations – written and oral – are prescribed by the double major advisory committee. Quals can be taken only twice. The Quals can be taken only during the academic year (August to May) and not during the summer months of June and July.

Important: Candidacy expires eight (8) years from the date that the student passed the quals. The quals must be passed at least eight (8) months before the date the degree is awarded.

Continuous Enrollment

Beginning the first semester after passing the Quals.

❑ Remain continuously enrolled each semester until the degree is conferred.

Beginning with the first semester (with the exception of summer) after passing the Quals, the student must remain continuously enrolled until the degree is awarded.

Nomination to Candidacy*

Upon completion of all course work and passing the Quals.

❑ Submit the *Nomination to Candidacy* via one.iu.edu.

*Note: Once the Nomination to Candidacy has been approved, the student is not a Ph.D. candidate. To achieve that title, the Nomination of Research must be approved and the student must have passed their dissertation proposal defense.

To submit the Nomination to Candidacy for Double Majors, the student must have passed the Quals and completed all course work with final grades (except for your department's thesis course: CSCI-Y 890, ENGR-E 890, ILS-Z 799, or INFO-I 890). For a double major, courses that are older than eight (8) years from the passing date of the qualifying exam must be revalidated. The student's advisory committee disbands when the student is nominated to candidacy.

Important: For a double major, the Nomination to Candidacy expires eight (8) years from the date that the student passed the qualifying exam.

Nomination of Research

After Nomination to Candidacy has been approved and must be approved at least six (6) months prior to defending.

❑ Submit the *Nomination of Research Committee for the Ph.D.* along with an abstract via one.iu.edu.

The Research Committee supervises the dissertation research, conducts the thesis proposal examination, and conducts the Ph.D. thesis defense final examination. The double major Research Committee will consist of four people, two people from each major. There will be two chairs (co-chairs), one from each major. These Research Committee members must be from Indiana University and members of the graduate faculty. The chair and at least half of the Research Committee must be endorsed to direct doctoral dissertations. If a student wishes to have a Research committee member who is not on the UGS Graduate Faculty List, this individual would be an outside committee member and would not be one of the four required Research Committee members.

Important: After Nomination to Candidacy has been approved and must be approved at least six (6) months prior to defending.

Dissertation Research Proposal and Oral Defense

❑ Submit a detailed written research proposal, of a length suggested by the student's Research Committee (usually around 20 pages or more), to the Research Committee at least two weeks prior to the dissertation proposal oral defense.

❑ Schedule the Dissertation Research Proposal Oral Defense.

❑ Submit the signed Dissertation Research Proposal and Oral Defense form to the Luddy GSO.

The Dissertation Research Proposal and Oral Defense demonstrates a research direction likely to lead to a successful dissertation. At this time, the Research Committee and academic community will identify issues and provide guidance. A detailed research written research proposal, of a length suggested by the student's Research Committee (usually around 20 pages or more), must be submitted to the student's Research Committee at least two weeks prior to the dissertation proposal oral defense. This defense will be open to the public.

Important: The Dissertation Research Proposal and Oral Defense must take place at least thirty (30) days after the approval of the Nomination to Candidacy.

ONLY after reaching this point is the student officially considered a Ph.D. Candidate.

Dissertation Defense Preparation

The dissertation must be an original contribution to knowledge and of high scholarly merit. There must be a logical connection between all components of the dissertation, and those components must be integrated in a rational and coherent fashion. The Research Committee will determine the kind and amount of published materials to be included in the dissertation. The dissertation should be edited for correct grammar and usage of the English language.

Dissertation Defense Announcement

At least 40-45 days prior to the scheduled Defense of the Dissertation.

❏ Schedule date, time, and location of dissertation defense.

❏ Submit the *Defense Announcement* along with a summary (max. of 300 words) via one.iu.edu.

Important: The University Graduate School (UGS) must receive the Defense Announcement at least 30 days before the date of the Defense. The Defense Announcement should be submitted at least 40-45 days before the defense date to allow time for approvals.

Defense of the Dissertation

At least 30 days after the Defense Announcement is received by UGS.

❏ Defend the dissertation in a public meeting and answer questions from the Research Committee.

❏ Submit the Acceptance Page and Abstract with original signatures to the Luddy GSO.

An oral defense meeting, open to the public, is required. The Research Committee must vote on the outcome of the examination: pass, conditional pass, deferred decision, or failure. All members of the Ph.D. student's Research Committee are expected to participate in the student's defense in-person and on-campus.

Important: Defense of the Dissertation must take place at least 30 days after the Defense Announcement is received by UGS.

Submission of the Dissertation

Within six (6) months from the date of the defense.

❏ Complete all outstanding requirements of the Research Committee.

❏ Submit the final dissertation and notify the Luddy GSO upon the deposit of dissertation.

The student's Research Committee Chairperson oversees any final revisions. Once the student has the final approval of the Research Committee to submit the dissertation, it should be submitted electronically. For complete dissertation submission information, see the University Graduate School's website, www.graduate.indiana.edu.

Important: The dissertation must be submitted within six (6) months from the date of defense.

Degree Conferral

A student's submission of the completed dissertation and abstract as described under the Submission of the Dissertation section constitutes an application for conferral of the Ph.D. degree.

❏ After submission of the dissertation to UGS, complete any formatting changes required by UGS.

The Ph.D. degree is conferred by UGS. With the exception of May and December, the student's degree conferral date is the last day of the month in which the dissertation is accepted as finalized by UGS. The initial submission of the dissertation to UGS must occur by the 15th of the month for degree conferral to be considered for that same month (May and December excepted). Contact the Luddy GSO for details pertaining to May and December degrees.

University Commencement Ceremony

❏ Submit a Ph.D. Commencement Participation Application.

University Commencement Ceremony: The University holds two university-wide commencement events – Winter and Spring. The majority of the students attend the Spring Commencement. A student who finishes their degree during the fall can attend the Winter or Spring Commencement. Upon completion of all outstanding requirements of the Research Committee, a student can apply to graduate. For commencement related activities, visit https://commencement.indiana.edu/index.html.

Note: The application must be received by UGS by February 25th for Spring Commencement and by September 25th for Winter Commencement; allow ten (10) days prior to deadline for internal approvals.

Luddy School Celebration Event

❏ Register for the Luddy School Celebration Event which is held in May during graduation week.

Luddy Celebration Event: In early spring, information will be distributed with instructions on how to register for the Luddy School of Informatics, Computing, and Engineering Celebration Event. Be sure to watch for these emails as many of the deadlines are time sensitive.