

FAQ - Beginning of Year Memo – For Senior Students in the EEB Graduate Program

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June 2023

Use with: Grad guide ([pdf](#)) | tips for grad school ([pdf](#)) | mentoring guidelines ([pdf](#)) | faq for finishing up ([pdf](#))

Dear Senior Students (Fourth, Fifth, and Sixth Year) in EEB,

The academic year has begun! What should you be doing this year? Here are some thoughts for keeping on track, this year, with EEB program requirements (see also Table 1 and relevant pages of the Grad Program Handbook [[pdf](#)]).

Wow, courses are done, prelims are done ... what are you doing now?

1. Make sure you are a PhD Candidate.

That should have happened in your 3rd year, but sometimes schedules are delayed.

- UGS's 'Nomination to Candidacy for PhD Degree Application' (find [here](#))

2. Make sure you have filled out your NOR form ... and then the CORC, if needed.

The Nomination of Research Committee (NOR) form with UGS is very important (find [here](#)). It must be completed by the Spring semester of your fourth year at the absolute latest.

Sometimes you might wish to change your committee membership after filling out the NOR form. Members move, expertise is needed, etc. In such cases, UGS requires filling out a Research Committee Change form (find [here](#))

Find edocs on one.iu.edu:

- General requirements for dissertation research committees ([from UGS](#))
- UGS 'Nomination of Research Committee' edoc (find [here](#))
- UGS 'PhD Research Committee Change' edoc (find [here](#))

3. Keep on track for all of the other EEB requirements:

See also Table 1 in the Handbook ([pdf](#)) and the EEB Checklist ([doc](#)) to keep on track:

(A) Have you taught as an Associate Instructor (AI) at least once?

Please document it in your EEB Checklist ([doc](#)), saved in your individual SharePoint folder

(B) Have you given at least one Brown Bag talk?

Please document it in your EEB Checklist ([doc](#)), saved in your individual SharePoint folder ([link](#))

(C) Are you maintaining continuous enrollment in twelve (fall of fourth year) or six (spring of fourth year and onward) research credits per semester, in L800 (before 90 hours met) or G901 (after 90 hours) if you are on campus? You are allowed six semesters of G901.

(D) Are you holding annual meetings with your Research Committee? (see also [faq](#))

Please ensure that these meetings are documented using the [form](#) for Committee meeting reports and saved in your individual Sharepoint folder ([link](#)). Also, fill out and distribute your [IDP](#) and CV before the meeting.

4. Getting Ready to Defend:

If you are getting ready to defend, remember to (see also [faq](#)):

(A) Hold a penultimate committee meeting:

This meeting, c. 6 months before you defend, must be documented on a committee meeting form which is then saved in your individual Sharepoint folder. Please review your IDP ([form](#)) with your committee and hold the advisor-free portion (per committee meeting guidelines: [faq](#)).

(B) Announce your defense with UGS:

This is a process that must be started at least **40 days** before your defense. To register the talk with TWIB, please file it following the [directions here](#).

(C) Submitting and filing your dissertation:

UGS has numerous requirements for [formatting](#) your dissertation, and they must meet certain [dates and times](#), depending on precisely you want to finish.

Key hint: give yourself **two weeks** after your defense to incorporate committee feedback and file your defense with UGS. If you try to defend the day before a key UGS deadline, a self-created disaster will likely unfold.

We many other helpful hints about preparing for defenses and filing in a "[FAQ for finishing students](#)".

If you have any questions about requirements for senior grad students, the graduate program, etc., please do not hesitate to contact us. *Otherwise, good luck finishing!*