Registration and Coursework

When do I register for classes?

Answer: Students are expected to register by the first week of classes, in order to avoid paying late registration fees. You can find the most current registration deadlines here: http://enrollmentbulletin.indiana.edu/pages/regdate.php?Term=2.

What is the minimum enrollment for students with a Student Academic Appointment (SAA)?

Answer: You are required to enroll in at least six credit hours. However, if you are not yet a PhD candidacy, you should consult with your advisor and/or Director of Graduate Studies to ensure that you are taking enough units for timely completion of required milestones and/or the general 90 credit hours graduation requirement.

Which courses count for “graduate credit”?

Answer: In general, you need to enroll in courses at the 500 level or above. One exception to this rule involves foreign language and/or research-skill requirements, which can be satisfied with selected undergraduate courses listed in the graduate course bulletin with approval for graduate credit.

I am done with substantive coursework. Should I enroll in Y890 or G901?

Answer: If you have not yet been advanced to candidacy, you should enroll in Y890 (PhD Thesis Credit). G901 is generally reserved for advanced dissertation writing, after you have completed 90 credit hours. One advantage of G901 is that you pay a flat fee ($150 in AY 2015-16). However, there is a limit of six terms of G901 registration. If you enroll in G901 too early, and exhaust all six terms before finishing your dissertation, then you will be required to enroll in Y890.
Milestones

What constitutes normal progress?

*Answer:* The [Guide to Graduate Study in Political Science](#) provides a more detailed answer to this question, but three key measures of normal progress to keep in mind are:

1. Approval of a second-year paper by the end of the second year of study,
2. Passing two qualifying examinations by the end of the third year, and
3. Defending a dissertation prospectus by the end of the fourth year.

How do I certify completion of my second year paper requirement?

*Answer:* You need to complete a form that you can get from the POLS graduate office. This form requires signatures by all members of your progress review committee.

How much time do I have to complete my degree?

*Answer:* All students are required to complete at least 30 credit hours on the Bloomington campus. Beyond this minimal requirement, time to completion varies across students, depending on their substantive coursework and specialized research needs. However, two critical time limits to keep in mind are:

1. Taking qualifying examinations within the first three years of study (including all relevant coursework); and, afterwards,
2. Defending and filing a complete dissertation within seven years after the last qualifying examination.

Please note that the latter seven-year rule is independent of candidacy status or its approval date. Failure to complete all requirements within seven years (after qualifying examinations) will require course revalidations and/or a reinstatement petition to the University Graduate School.

What deadlines are there for formal approval of milestones?

*Answer:* Formal approval of major milestones requires careful preparation for timely submission of required paperwork. Three important deadlines for candidacy and completion of PhD degrees are: (1) approved candidacy at least six months before dissertation defense; (2) nomination of research committee at least six months before dissertation defense; and (3) receipt by the University Graduate School of a [defense announcement request](#) at least 30 days before your dissertation defense.
Financial

What mandatory fees do students pay?

*Answer:* Besides tuition, students are required to pay a variety of fees for technology, student health, and various other miscellaneous purposes. The actual amount varies by semester. For spring 2016, for example, graduate students who registered for eight or more credits were required to pay $650.38 in mandatory fees. Please use the Office of the Bursar’s [fee calculator](#) to estimate your own fees.

Please note that international students are further responsible for paying for a health insurance plan unless they can provide proof of comparable coverage. Please visit this page for more information and [current premiums for international students](#).

How often do I get paid?

*Answer:* If you work as an Associate Instructor for our department, then you will get paid monthly. For more information, please see the [terms of student academic appointments](#).

Is my stipend taxable?

*Answer:* Yes. You can find more information at [UGS Tax Information](#) page, which also explains different rules applicable to international students. Additional rules apply to international students who should familiarize themselves with the [OIS tax site](#).

Where can I find information on alternative funding sources?

*Answer:* You can conduct your own searches using a dedicated database offered by the IU GradGrants Center ([GGC](#)). GGC also offers individual consultations and workshops. If you anticipate running out of departmental support before completing your graduate studies, you are strongly encouraged to schedule an individual consultation with GGC to explore all available options.

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