

# Graduate School Time Line: Department of Psychological and Brain Sciences (PSY)

http://mypage.iu.edu/~jgold/IU\_Mypage/Guides.html

Timing	Event	Forms/Submissions	Signatures or Routing Process
Any time you want to know your progress toward degree completion. (Appointment preferred.)	<b>Graduate Student Academic Progress</b> (Check list of requirements maintained & updated to monitor student progress)	Graduate Student Academic Progress form. Available online (see above graduate guide link) or from the Academic Services Coordinator.	<ul style="list-style-type: none"> <li>No signature required.</li> </ul>
<b>Single Major:</b> Beginning of 3rd semester & no later than 1 year after admission to the Ph.D. program. <b>Double Major:</b> Beginning of third semester & no later than one year after admission to the Ph.D. program.	<b>Advisory Committee</b>  To declare a <b>double major</b> , submit the online Appointment of Advisory Committee form and see the Academic Services Coordinator for the "Application to Change from a Single to a Double Major" form.	Appointment of Advisory Committee form Complete the form ONLINE: <a href="http://college.indiana.edu/graduate/office/record.shtml">http://college.indiana.edu/graduate/office/record.shtml</a>	<ul style="list-style-type: none"> <li><b>Single Major:</b> 2 members from major area; 1 member from another area; <b>Double Major:</b> 4 members, 2 from each major.</li> <li>Psych. &amp; Brain Sci. Chair or Graduate Advisor;</li> <li>Dean for Grad. Educ., College Graduate Division.</li> </ul>
After Advisory Committee Meets and at least once a year.	<b>Advisory Committee Meeting Report</b> (Summary of Advisory Committee Meeting)	No form. The student emails a report to the committee and copies the Academic Services Coordinator and Director of Graduate Studies being certain to include any course approvals, etc.	<ul style="list-style-type: none"> <li>No signature required.</li> </ul>
At the end of 3 <sup>rd</sup> Semester	<b>First Research Project</b> (Completed and 1 copy filed with Academic Services Coordinator).	Copy of completed First Research Project	<ul style="list-style-type: none"> <li>Project Advisor</li> <li>P595 Instructor</li> </ul> Both sign and date the title page then the report must be filed with the Academic Services Coordinator.
At the end of 3 <sup>rd</sup> or 4 <sup>th</sup> Semester	<b>Type of Qualifying Exam</b> defined (general or specialized) and <b>date, time, location</b> listed on form (Return to the Academic Services Coordinator). If taking the computer exam, be sure to reserve the appropriate room (see the Academic Services Coordinator for assistance).	Qualifying Examination Petition  (Form distributed by Academic Services Coordinator in April. Please also see the graduate guide link above.	<ul style="list-style-type: none"> <li>Advisory Committee members (your advisory committee <i>is</i> the Qualls. Committee.)</li> </ul> Return signed form to Academic Services Coordinator.
The end of the 4 <sup>th</sup> semester (recommended). Required before the beginning of the 7 <sup>th</sup> semester. <b>Students entering 2008 &amp; later: The 2<sup>nd</sup> project is due by the end of the 5<sup>th</sup> semester.</b>	<b>Second Research Project</b> (Completed and 1 copy filed with Academic Services Coordinator).	Copy of Second Research Project	<ul style="list-style-type: none"> <li>Project Advisor signs and dates the title page.</li> <li>The report must be filed with the Academic Services Coordinator.</li> </ul>
Before the <b>beginning of the 5<sup>th</sup> semester</b> (Usually the Thurs. & Fri. before the 1 <sup>st</sup> week of classes of 5 <sup>th</sup> semester). <b>Joint Degrees (COGS/PNS) may petition to take before the 7<sup>th</sup> semester).</b>	<b>Qualifying Exam</b> taken (Date of exam is the date of the final portion of the exam. <u>This date must be at least 8 months before the date the degree is awarded.</u> Also, this date is used to determine the 7-year periods for currency of courses and completion of the dissertation.)	Qualifying Examination Results (Form distributed by Academic Services Coordinator.) <b>REMINDER: Once you pass quals., you must enroll every semester, excluding summer. However, if you graduate during the summer, you must enroll in the summer for at least 1 credit.</b>	<ul style="list-style-type: none"> <li>Advisory Committee Members.</li> <li>Return the signed form to the Academic Services Coordinator.</li> </ul>
Any time (the earlier the better). Must be before nomination to candidacy for the Ph.D. degree	<b>Transfer of Any Graduate Credit from Other Institutions (Request)</b> (Copy of transcript from other institution must be given to the Academic Services Coordinator to accompany form if it is not already on file.)	Request for Transfer of Graduate Credit (Form originates with Academic Services Coordinator.)	<ul style="list-style-type: none"> <li>Director of Graduate Studies,</li> <li>Dean, College Graduate Division</li> </ul>
<b>Single Major:</b> After passing quals & completing ALL coursework - <b>by the end of the 7<sup>th</sup> semester.</b> <b>Double Major:</b> After passing quals & completing ALL coursework - <b>by the end of the 7<sup>th</sup> semester.</b>	<b>Nomination to Candidacy for the Ph.D. Degree</b> (Submitted)	Nomination to Candidacy for the Ph.D. Degree. There is a separate form for single majors and double majors. Note: This form may soon be electronic.. (Form originates with the Academic Services Coordinator <i>at request of student's advisor/student.</i> )	<ul style="list-style-type: none"> <li>Advisory Committee members</li> <li>Psych. &amp; Brain Sciences Chair or Grad. Advisor</li> <li>Ph.D. Recorder, University Graduate School</li> <li>Dean, University Graduate School</li> </ul>

Reminder: You must enroll every semester after passing Qualls. (excluding summer) and you must be enrolled during the semester you graduate. Therefore, if you graduate in the summer you must be enrolled in one of the summer sessions. **Please confirm the cut-off dates with the University Graduate School (812) 855-1117.** These dates change each year. For example, in 2013 if a student submitted a final dissertation to the Graduate School after a certain date in May, he/she had to enroll for the summer. If a student submitted the dissertation after August 15, the student had to enroll for the fall semester. **G901 is not offered in the summer.**

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Timing	Event	Forms/Submissions	Signatures
<p><u>Single Majors and Double Majors:</u> At the beginning of the 5<sup>th</sup> Year.</p> <p><b>At least 6 months before the defense of the dissertation.</b></p>	<p>Meeting of Research Committee to review dissertation prospectus.</p> <p>Nomination of Research Committee</p> <p>Research Committee Membership &amp; the Dissertation Prospectus (Approved)</p>	<p>Nomination of Research Committee for the Ph.D.</p> <p><b>Instructions: This is an online form, available through Onestart (<a href="https://onestart.iu.edu">https://onestart.iu.edu</a>)</b> under "University Graduate School Forms" in the "Group Quick Links" section. You must attach a 1-2 page prospectus and, if appropriate, any IRB protocol(s). Questions about the online form should be directed to the University Graduate School at 855-9345. If the membership or title changes, you will have to submit a Change of Research Committee form.</p>	<ul style="list-style-type: none"> <li>Research Committee Members. These will be the persons who will see you through your defense and dissertation. This may be the same persons as your Advisory Committee or may be a new group. Single and double majors <b>must have 4 IU faculty on the committee.</b> Persons outside of IU can serve in addition to the 4 IU members.</li> <li>Psych. &amp; Brain Sciences Chair</li> <li>Dean, University Graduate School.</li> </ul>
<p>The University Graduate School suggests <b>at least 4 weeks</b> time be given the Research Committee members to read the dissertation, communicate about the readiness for defense, agree upon a date, time, &amp; place for the defense.</p>	<p><b>Copy of Dissertation</b></p> <p>(Submitted to each member of the Research Committee).</p>	<p>Copy of Completed Dissertation</p>	<ul style="list-style-type: none"> <li>No signatures required</li> </ul> <p>The timing and requirements of this will be determined by the Research Committee.</p>
<p><b>30 days before the scheduled date for the defense of the dissertation</b></p> <p><i>Take the Acceptance Page and Abstract with you to the defense and get signatures.</i></p>	<p><b>One-page announcement of the Final Examination</b> submitted with a <b>Summary of the Dissertation</b></p>	<p>(Electronic form available via Onestart. Visit <a href="http://www.indiana.edu/~grdschl/appendix-a.php">http://www.indiana.edu/~grdschl/appendix-a.php</a> for details.</p>	<ul style="list-style-type: none"> <li>Research Committee Chair or Co-Chairs</li> <li>Academic Services Coordinator</li> <li>University Graduate School</li> </ul>
<p><b>After passing the dissertation defense &amp; at least 30 days before degree conferral</b></p> <p>(Students must have received acceptance of dissertation &amp; must submit a copy to the University Graduate School <i>within 7 years</i> after passing the qualifying exam.)</p>	<p><b>Approval of Dissertation</b> by Research Committee &amp; submission of <b>Dissertation &amp; Abstract</b> to the University Graduate School.</p>	<p>Electronic submission of the dissertation, including acceptance page, etc., to the University Graduate School. Bound copy of dissertation to PSY (with copy of signed acceptance page). 1 copy of dissertation abstract submitted to the University Graduate School. Refer to: <i>A Guide to the Preparation of Theses and Dissertation</i> <a href="http://www.indiana.edu/~grdschl/thesisGuide.php">www.indiana.edu/~grdschl/thesisGuide.php</a></p>	<ul style="list-style-type: none"> <li>Research Committee members sign acceptance page. Must be an original signature.</li> <li>Research Committee members sign one copy of abstract. Must be an original signature.</li> </ul>
<p>After passing the dissertation defense</p>	<p><b>All "R" grades removed</b> for dissertation credit. Note that an "NR" means "Not Reported." The instructor did not submit the final grade roster. The instructor must go to "Faculty Systems" in Onestart and submit the grade roster. The department cannot do this.</p>	<p>Online form available to the instructor. If questions, please see the Academic Services Coordinator.</p>	<ul style="list-style-type: none"> <li>Course instructor</li> <li>Dean, College Graduate Division</li> </ul>
<p><b>By the 15th of the month:</b> Initial submission of doctoral dissertation or master's thesis must be completed. NOTE: This date will be different in May and December.</p>	<p><b>Submit Dissertation to the Graduate School.</b></p>	<p>The content must be final and is subject to review of formatting by the University Graduate School. Students will be notified, within one week, if formatting corrections are required</p>	<p>No departmental signatures required. Follow the Graduate School and ProQuest guidelines found at <a href="http://www.graduate.indiana.edu/preparing-theses-and-dissertations.php">http://www.graduate.indiana.edu/preparing-theses-and-dissertations.php</a></p>
<p><b>By the 27th of the month:</b> Submit signed doctoral acceptance page and abstract, as well as corrected doctoral dissertation (after initial review by/response from the doctoral recorder). NOTE: This date will be different in May and December.</p>	<p><b>Submit Final Dissertation to the Graduate School.</b></p>	<p>Submit signed doctoral acceptance page and abstract, as well as corrected doctoral dissertation (after initial review by/response from the doctoral recorder).</p>	<ul style="list-style-type: none"> <li>Signed acceptance page with original signatures of Research Committee.</li> <li>Signed abstract with original signatures of Research Committee.</li> </ul>
<p>Last day of each month of the year</p>	<p><b>Ph.D. Degree Conferred</b></p>	<p>NA</p>	<p>NA</p>
<p>Normally within 3 months after the graduation date.</p>	<p><b>Ph.D. Diploma Received (from the Registrar's office.)</b> Verify the Registrar has the permanent address on file.</p>	<p>NA</p>	<p>NA</p>

Apply for Graduation by October 1<sup>st</sup> for December Commencement and March 1<sup>st</sup> for May Commencement. The form is available online, in the left lower margin, at <http://www.indiana.edu/~grdschl/preparing-theses-and-dissertations.php>