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

**Timing** | **Event** | **Forms/Submissions** | **Signatures or Routing Process**
---|---|---|---
Any time you want to know your progress toward degree completion.  
(Appointment preferred.) | Graduate Student Academic Progress (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. | No signature required.  

| Single Major: Beginning of 3rd semester & no later than 1 year after admission to the Ph.D. program.  
Double Major: Beginning of third semester & no later than one year after admission to the Ph.D. program. | Advisory Committee | Appointment of Advisory Committee form Complete the form ONLINE: [http://college.indiana.edu/graduate/office/record.shtml](http://college.indiana.edu/graduate/office/record.shtml) | Single Major: 2 members from major area; 1 member from another area; Double Major: 4 members, 2 from each major.  
Psych. & Brain Sci. Chair or Graduate Advisor;  
Dean for Grad. Educ., College Grad. Division.  

| After Advisory Committee Meets and at least once a year. | Advisory Committee Meeting Report  
(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. | No signature required.  

| At the end of 3rd Semester | First Research Project  
(Completed and 1 copy filed with Academic Services Coordinator.) | Copy of completed First Research Project | Project Advisor  
P595 Instructor  
Both sign and date the title page then the report must be filed with the Academic Services Coordinator.  

| At the end of 3rd or 4th Semester | Type of Qualifying Exam defined (general or specialized) and date, time, location 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.) | Advisory Committee members (your advisory committee is the Quals. Committee.)  
Return signed form to Academic Services Coordinator.  

| The end of the 4th semester (recommended).  
Required before the beginning of the 7th semester.  
Students entering 2008 & later: The 2nd project is due by the end of the 5th semester. | Second Research Project  
(Completed and 1 copy filed with Academic Services Coordinator). | Copy of Second Research Project | Project Advisor signs and dates the title page.  
The report must be filed with the Academic Services Coordinator.  

| Before the beginning of the 5th semester (Usually the Thurs. & Fri. before the 1st week of classes of 5th semester).  
Joint Degrees (COGS/PNS) may petition to take before the 7th semester. | Qualifying Exam taken (Date of exam is the date of the final portion of the exam.  
This date must be at least 8 months before the date the degree is awarded.  
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.)  
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. | Advisory Committee Members.  
Return the signed form to the Academic Services Coordinator.  

| Any time (the earlier the better).  
Must be before nomination to candidacy for the Ph.D. degree  
Transfer of Any Graduate Credit from Other Institutions (Request)  
(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.) | Director of Graduate Studies,  
Dean, College Graduate Division |  

| Single Major: After passing quals & completing ALL coursework - by the end of the 7th semester.  
Double Major: After passing quals & completing ALL coursework – by the end of the 7th semester. | Nomination to Candidacy for the Ph.D. Degree  
(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 at request of student’s advisor/student.) | Advisory Committee members  
Psych. & Brain Sciences Chair or Grad. Advisor  
Ph.D. Recorder, University Graduate School  
Dean, University Graduate School  

Reminder: You must enroll every semester after passing Quals.  
(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.  

These guidelines are subject to change.
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<td>Single Majors and Double Majors: At the beginning of the 5th Year.</td>
<td>Meeting of Research Committee to review dissertation prospectus.</td>
<td>Nomination of Research Committee for the Ph.D.</td>
<td>• 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 must have 4 IU faculty on the committee. Persons outside of IU can serve in addition to the 4 IU members. • Psych. &amp; Brain Sciences Chair • Dean, University Graduate School.</td>
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<td>At least 6 months before the defense of the dissertation.</td>
<td>Nomination of Research Committee</td>
<td>Copy of Dissertation (Submitted to each member of the Research Committee).</td>
<td>Copy of Completed Dissertation</td>
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<td>Research Committee Membership &amp; the Dissertation Prospectus (Approved)</td>
<td>One-page announcement of the Final Examination submitted with a Summary of the Dissertation</td>
<td>Electronic submission of the dissertation, including acceptance page, etc., to the University Graduate School.</td>
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<td>Approval of Dissertation by Research Committee &amp; submission of Dissertation &amp; Abstract to the University Graduate School.</td>
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<td>After passing the dissertation defense &amp; at least 30 days before degree conferral (Students must have received acceptance of dissertation &amp; must submit a copy to the University Graduate School within 7 years after passing the qualifying exam.)</td>
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<td>After passing the dissertation defense</td>
<td>All “R” grades removed 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.</td>
<td>Online form available to the instructor. If questions, please see the Academic Services Coordinator.</td>
<td>Course instructor • Dean, College Graduate Division</td>
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<td>By the 15th of the month: Initial submission of doctoral dissertation or master’s thesis must be completed. NOTE: This date will be different in May and December.</td>
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<td>By the 27th of the month: 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.</td>
<td>Submit Final Dissertation to the Graduate School.</td>
<td>Submit signed doctoral acceptance page and abstract, as well as corrected doctoral dissertation (after final review by/response from the doctoral recorder).</td>
<td>• Signed acceptance page with original signatures of Research Committee. • Signed abstract with original signatures of Research Committee.</td>
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<td>Last day of each month of the year</td>
<td>Ph.D. Degree Conferred</td>
<td>NA</td>
<td>NA</td>
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<td>Normally within 3 months after the graduation date.</td>
<td>Ph.D. Diploma Received (from the Registrar’s office.) Verify the Registrar has the permanent address on file.</td>
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<td>NA</td>
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Apply for Graduation by October 1st for December Commencement and March 1st for May Commencement. The form is available online, in the left lower margin, at http://www.indiana.edu/~grdschl/preparing-theses-and-dissertations.php

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