

Finishing the PhD in Psychology – The “Final” Steps

General Timeline:

- **6 Months** before defense, submit electronic Research Committee form.
- **30 Days** before defense, submit electronic defense announcement.
- **15th of the Month* of planned graduation**, submit electronic dissertation to the University Graduate School (UGS) via ProQuest (link provided on this sheet).
- **27th of the Month* of planned graduation**, hand-deliver the signed **doctoral acceptance page** and abstract to the UGS (Kirkwood Hall 111). If the UGS notified you of edits, submit the edits via ProQuest.
- **Complete the IU Scholar Works form** to make your dissertation publicly accessible in ProQuest.
- **Email a copy of your dissertation** to Patricia Crouch. The department will submit it to Thesis On Demand and have a bound copy printed for/and paid by the department. If you want bound copies, you must order from/pay the vendor of your choosing.

**This date is different for May and December degrees.*

Required Tasks to Complete:

- Continuing Enrollment
 - Form Research Committee
 - Materials, as required, to committee. Varies by committee.
 - Schedule Defense, reserve room.
 - Submit electronic defense announcement.
 - Original signatures on abstract and acceptance pages.
 - Undergraduate transcript on file
 - Initial submission of dissertation to ProQuest.
 - Final submission to ProQuest (if UGS required edits)
 - Hand-deliver signed abstract & acceptance pages to Kirkwood Hall 111.
 - Complete IU Scholar Works form.
 - Email a copy of approved dissertation, with copies of signed abstract and acceptance pages, to Patricia Crouch.
 - Notify Patricia Crouch of post-graduation plans.
 - Remove any incomplete or deferred grades.
 - Register for commencement. Order cap & gown.
- **Continuing Enrollment:** Once you have passed your qualifying exam, you must enroll every semester, excluding summer. Exception: **If you graduate during June, July, or August of any year (submit your dissertation after the Graduate School's May deadline [May 12 for 2014]), you must enroll in a minimum of 1 hour of credit in the summer.** Once you have 90 hours and are admitted to candidacy, you can enroll in

G901 (limited to a total of 6 semesters and not offered in the summer, enroll in P895 or P899 if you need summer enrollment). There are exceptions (example: submitting your dissertation on or after August 15, 2014 requires you to enroll for Fall 2014.)

- **Form Your Research Committee 6 Months Before Defense:** This is different from your Advisory Committee. The same persons can serve or you can put together a different committee. It must include **four IU graduate faculty** (<http://graduate.indiana.edu/faculty-staff/membership.shtml>). Retired faculty may also serve if they appear on the graduate faculty emeriti list. You must form the committee, and file the form, six months before your defense. There is not a form for the proposal meeting.
 - **This is an online form** <http://graduate.indiana.edu/forms/index.shtml> (scroll down to Nomination of Research Committee for the Ph.D.)
 - You must have at least 4 IU graduate faculty on your committee. Single Majors: 3 for major, 1 for minor. Double: 2 from each major (if you have a minor in addition to 2 majors, you will also need a minor representative.)
 - Protocol forms (if applicable). Call the IRB office directly at 855-3067 if you have form questions.
 - 1-2 page prospectus (the 1-2 pages are to meet the Graduate School requirement. Your committee may ask for a larger prospectus.)
 - Proposed title of dissertation.
 - If you have co-chairs, they must appear as co-chairs on the form and on subsequent paperwork, including announcement.
 - You may have persons outside of IU as long as they are in addition to the four IU faculty. You will need to attach the external person's CV to the electronic form.
 - **If you change your title or committee composition after submitting the form, you will need committee approval and the Graduate School must be notified.**
- **Unbound Dissertation to your Committee BEFORE your Defense:** Check with your Research Committee for the deadline (varies by committee, 4 weeks recommended).
- **Schedule Your Defense.** It is open to the public, attendance is not limited to your committee. Discuss the date and time options with your committee. To reserve a Psychology room, visit <http://bl-psy-appsrv.ads.iu.edu/mrbs>. For a schedule of upcoming defenses, see: <http://graduate.indiana.edu/theses-dissertations/defense.shtml>.
- **Defense Announcement to Graduate School – 30 days before your defense.** This is an online form via Onestart. The date, time, and location can only be changed if your committee chair contacts the University Graduate School and receives permission. Please see <http://graduate.indiana.edu/theses-dissertations/defense.shtml>.
- **Take your abstract and acceptance page to your defense.** You will need the *original* signatures of your committee members on **BOTH DOCUMENTS**. We recommend that you

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Subject to change. Final approval of requirements is determined by the department, University Graduate School and/or the College of Arts & Sciences.

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take two copies and have both signed. This gives you a second set of originals as a back-up. **If you have committee CO-CHAIRS**, they **both** must sign. If between filing your Nomination of Research Committee form and the defense, your co-chairs change, you must file a new form.

- **Carefully Read and Follow All Directions at the following site (includes formatting instructions):** <http://graduate.indiana.edu/theses-dissertations/formatting/doctoral.shtml> **Be sure to scroll down to "Required and Optional Sections"** (which for some reason is the last item on the page!)
- **Undergraduate Transcript that reflects degree conferral.** If you applied to graduate school while still enrolled at your undergraduate institution, the transcript you supplied may not reflect that you have earned the undergraduate degree. Before the Graduate School will award a graduate degree; they will require an official transcript with the degree and date awarded. If you know this is the case; you may have a transcript sent to our department in care of the Academic Services Coordinator. If you are uncertain, please speak with the Academic Services Coordinator.
- Graduate degrees can be conferred any month of the year. **Commencement ceremonies** occur in May and December. **You are eligible** to graduate at the 2014 May Commencement if you are a candidate for a graduate degree who has completed all requirements for graduation by May 2014 or who will complete them by August 2014. Candidates completing degree requirements between September 1 and December 31 participate in the December ceremony. There is no summer ceremony. For more info.: <http://www.commencement.iu.edu>
- By the **15th of the month**: Initial submission of doctoral dissertation or master's thesis must be completed (via ProQuest). 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.
- By the **27th of the month**: Submit signed doctoral acceptance page and abstract, as well as corrected doctoral dissertation (via ProQuest, if required after initial review by/response from the doctoral recorder). **May and December have different deadlines.** For **May 2014** the deadlines are: May 12 for initial submission and May 26 for final submission with signatures. The **December 2014** deadlines are: December 14 for initial submission and January 25 for final submission with signatures.
- **One set of the Signed Acceptance Page and Abstract:** **You must deliver the originals to Kirkwood Hall or arrange for a friend to make the delivery.** The office does not have the staff for this.

- **Complete the IU Scholar Works form:**
http://scholarworks.iu.edu/research/dissertations_permission.html
- **Ph.D. Commencement Participation Application:** To be listed in the commencement program, participate in the graduation ceremony and receive mail from the Alumni Office regarding commencement, complete the "PhD Application for Commencement" no later than **October 1st** for December Commencement and no later than **March 1st** for May Commencement. Access to this online form in Onestart is available at <http://graduate.indiana.edu/forms/index.shtml> (scroll to "PhD Commencement Participation Application." **Cap and Gown?** You must also order your academic apparel. Visit <http://www.commencement.iu.edu/bloomington/caps-and-gowns/index.shtml>
- **Bound Dissertation:** The department requires one bound copy of your dissertation for our records. **Email a Word or PDF of the dissertation (with copies of the signed acceptance page and abstract) to Patricia Crouch.** Be sure to follow the guidelines under "Formatting Theses and Dissertations" at <http://graduate.indiana.edu/theses-dissertations/formatting/doctoral.shtml>. The department will have its copy printed via <http://indiana.thesisondemand.com> and will pay for the printing (we will not order/pay for additional/personal copies.) Note: Once you have submitted the required materials to the Graduate School, they will confer your degree. The submission of the department's bound copy will not delay the degree conferral; however, letters of recommendation may be delayed until the dissertation is emailed to Patricia. This is at the discretion of the department/faculty member.
- **Remove R Grades and Incompletes in Research Credits** – Speak to your advisor. If these credits were taken 2010 and later, the advisor has access to change the grade via the Faculty Systems in Onestart. If it the credits were taken prior to 2010, the advisor can request the grades be change, at any time, by contacting Patricia. "R" grades for G901 may only be changed by Patricia. The advisor can request the change by sending her an email. **NR** listed by a course indicates that the final grade roster was not submitted by the instructor. The department cannot do this. The instructor must access Faculty Systems in OneStart and submit the final grade roster. They may need to select "change term" in order to find the course(s) in question.
- **Be familiar with the requirements in the *University Graduate School Bulletin*:** <http://www.indiana.edu/~bulletin/iu/gradschool/2013-2014>
- **Double Majors:** Be certain to check your progress in and the guidelines of your second major.
- **External Minor:** Be certain to check your progress with that department. We do not track progress for external minors.

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