



Master of Arts in Psychology

Check-List – For Internal Use by Academic Services

Instructions: This form is to be used by the department (and/or student) to track progress towards the MA in Psychology. Students must consult with the Director of Graduate Studies (DGS) to receive permission to pursue the MA. We do not offer admission directly to the MA.

Student's Name: _____ Student's ID #: _____
Student's Email: _____ Name of Advisor: _____
Advisory Committee: _____

At the time when a student decides to leave the doctoral program and seek a Master's degree instead, the timeline for completing the requirements for the Master's degree will be discussed. In most instances, the student will have one to two semesters to complete the Master's degree. If there are special circumstances in which a student is accepted directly for a Master's degree, the timeline will be discussed with the student's advisory committee and the Director of Graduate Studies, both at admissions and throughout the student's course of study. Masters students are not normally provided funding.

Courses *A total of 30 credit hours, consisting of:*

Statistical Skills Requirement. Demonstrated proficiency in statistical skills, at a level comparable to successful completion of a graduate course in statistics. This requirement usually will be fulfilled by successful completion of P553. However, with approval from the P553 instructor, the student's advisory committee, and the Director of Graduate Studies, proficiency could be demonstrated in other ways, such as (but not limited to) equivalent coursework from another institution, proficiency through prior research or work experience, and completion of relevant workshop and training experiences. Courses for this proficiency can be counted towards the required 30 credit hours. **Requirement Fulfilled by:** _____

Professional Development Skills Requirement. Demonstrated proficiency in professional development issues. This requirement usually will be fulfilled by taking PSY-P 595 or COGS-Q 510. However, with approval from the P595/COGS-Q510 instructor, the student's advisory committee, and the Director of Graduate Studies, proficiency can be demonstrated in other ways, primarily through equivalent coursework from another institution. Courses for this proficiency can be counted towards the required 30 credit hours. **Requirement Fulfilled by:** _____

Any 4 additional graduate courses relevant to the student's course of study, as approved by the student's Advisory Committee and the Director of Graduate Studies (DGS).

	Course #	Course Title/Topic	Instructor (if known)	Credit Hours
1.				
2.				
3.				
4.				

A minimum of another 3 credit hours should be research credits, to reflect work on thesis research. **Course:** _____ **Semester(s):** _____ **Credits:** _____

Beyond the 6 core courses and minimum 3 research credits, additional credits (to count toward the required total of 30 credit hours) can be additional courses or additional research credits. **Courses:** _____

- Usually at least 20 credit hours are in the major field, Psychology, but this is not required if the advisory committee and DGS agree that the credits taken are relevant to the student's major area of study.
- A GPA of at least a B+ (3.3) must be maintained in all course work. No grades below B- (2.7) may be counted toward degree requirements. Students receiving more than one grade below B- (2.7) are not in good standing and are subject to dismissal.
- Students who are determined, by their advisory committee, not to be making adequate research progress may be subject to academic probation and dismissal.
- A minimum of 9 credit hours of course work (excluding thesis research credits) must be numbered 500 or above.
- Courses completed more than 5 years before the awarding of the degree must be revalidated in order to count towards degree requirements.
- **NOTE:** In instances where shortcomings are apparent (in coursework or the thesis), the **student may be required** to complete additional coursework or assignments, as determined by the Advisory Committee in consultation with the DGS. For example, additional work on the research project or an additional course to provide deeper training may be required.

Any course requirements discussed above can be waived; such waivers must be approved by the DGS and, depending upon the circumstances, the University Graduate School (UGS).

Thesis and Oral Defense

Oral Defense. The student's Advisory Committee will participate in approval of the thesis. An oral defense of the thesis with the Advisory Committee is required. The outcome of the defense (pass or fail) must be communicated to the DGS by the student's advisor. **Take your acceptance page to your defense. This page must be submitted to the University Graduate School (UGS) and requires the original signatures of the members of your committee.**

Written Thesis. Submit the thesis to the University Graduate School (UGS) electronically (via ProQuest). Instructions, formatting, and deadlines are available at <http://graduate.indiana.edu/theses-dissertations/index.shtml>. Specific questions should be directed to the (UGS) at (812) 855-1117.

Department's Copy. Email a copy of the thesis to the Academic Services Coordinator (currently pcrouch@indiana.edu); the department will pay for and arrange for one printed and bound copy for the department archives.

Graduating – Degree Conferral – Commencement

If graduating in a Month Other than May or December (May/Dec. have different deadlines and they change each year. Please confirm the deadline with the UGS):

- By the **15th of the month** you wish to graduate, your **initial thesis** and your **Master's Application for Graduation eDoc** (which is used for both for commencement participation and graduation purposes) must be received by the University Graduate School. You will be notified of any format changes that are needed within a week (by the 22nd of the month you submitted).
- By the **27th of the month** you wish to graduate, you must submit a **signed acceptance page (hand-deliver to the Grad. School in the Wells Library or arrange for a friend to deliver)**, as well as your thesis corrections as determined by the master's recorder.

Additional Notes

- No training program in **clinical psychology** is offered at the master's level.
- Students who entered the program prior to Fall 2015 have the option of following the master's requirements in place when they entered the program or these new requirements. Students who enter the program in Fall 2015 or later must follow these requirements.
- These requirements are taken directly from the University Graduate School Bulletin: <http://bulletins.iu.edu/gradschool>.
- Confirm that the University Graduate School **has your final undergraduate transcript**. You may have to **order a transcript** that reflects your undergraduate degree. The University Graduate School will not award a graduate degree until they can confirm that the undergraduate degree was completed.

For Office Use: Courses Approved by Advisor: _____ (signature and date, or email is on file)

Form Completed By (if completed by department staff): _____