

Psychological and Brain Sciences Academic Progress for the Ph.D.

This form is to monitor degree progress in programs offered in the Department of Psychological & Brain Sciences. It does not replace the need to meet with your committee.
The Advisory/Research Committees have the right to establish additional requirements not listed here.

Name: _____ Univ. ID# _____

Email: _____ Year Matriculated: _____ Year in Program: _____

BOOKMARK THE PBS GRADUATE STUDENT GUIDE: <http://academiciupsychgrad.weebly.com>

Program of Study: Major Area: _____ Advisor: _____
Individualized or External Minor: _____

(See the "Minor Requirements" section of this review sheet.)

Or

Double Major - 2nd Major Area: _____

See page 5 for important instructions on how to add a 2nd major. We only track your major in Psychological & Brain Sciences. For your other major, please contact that program directly. Examples: Cognitive Science – 855-2722; Neuroscience – 855-7756.

Core Requirements - All must be completed before admission to candidacy.

Note: The courses below cannot be double counted towards a major area requirement or a minor requirement.

You must also follow the guidelines in the *University Graduate School Bulletin* dated the year you entered the program (for example, if you entered the program in Fall 2014, you must follow the 2014-2015 *Bulletin*). OR you may select to follow the guidelines of a subsequent *Bulletin*. You must do one or the other. This *Bulletin* is available at <http://graduate.indiana.edu/academics-research/bulletin.shtml>.

Year of *Bulletin* to use: _____. Must determine before candidacy paperwork is initiated. The default is the year you entered the program.

Cumulative GPA of 3.3 or above. An average 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 with a GPA below 3.3 or receiving more than one grade below B- (2.7) may be subject to academic probation and dismissal. Current cumulative GPA: _____

ADVISORY COMMITTEE

Formation. This electronic form (<http://college.indiana.edu/graduate/office/record.shtml>) must be completed by the end of the first year. This form is in the process of moving to One.IU. We recommend at least 1 or more senior faculty members serve on the committee. Single Major: 2 faculty from major, 1 faculty from minor (you may complete the form without declaring a minor). Double Major: 2 faculty from each major area.

Members: _____

Date Committee Officially Approved by the College (COLL): _____

Double Majors from COGS/NEUS: Filed internal Double Major Form with Psych. & Brain Sci.? _____

Double Majors outside of PSY/COGS/NEUS: Filed forms to declare major & applied to program? _____

Committee Meetings. Students must meet with the advisory committee at least once per year and file a report of the meeting. To file a report, email a summary of the meeting to your advisory committee. Your advisor must then forward the report to the Academic Services Coordinator and the Director of Graduate Studies (currently Patricia Crouch and Dr. Amy Holtzworth-Munroe), indicating the report is approved by the committee. Clinical students: Your advisor will also need to complete the Clinical area-specific form, available from the Clinic office.

Meetings Held & Report Filed by Advisor (Dates): _____ Yr. 1 _____ Yr. 2 _____ Yr. 3 _____ Yr. 4 _____ Yr. 5

STATISTICAL SKILLS REQUIREMENT

- Course _____ (usually P553 Advanced Statistics). Semester: _____ Or was this waived? Y or N If Yes, is waiver memo on file? Y or N DGS' approval Y or N? _____ Dean's approval Y or N? _____

RESEARCH METHODS SKILLS REQUIREMENT

- Usually a second, committee approved (advisor must email us approval), Statistics Course OR an approved Methods Course.
Course: _____ Semester: _____ Advisory Committee Approval of 2nd Course: _____
- First Research Project Completed (with acceptance sheet signed by your advisor; Clinical students must also attach the Clinical area-specific form). Due by end of 3rd semester. Typically due the Friday of finals week. Advisor: _____ Date Filed with Academic Services: _____
- Second Research Project Completed (with acceptance sheet signed by your advisor; Clinical students must also attach the Clinical area-specific form). Due by end of 5th semester. Typically due the Friday of finals week. Advisor: _____ Date Filed with Academic Services: _____

PROFESSIONAL DEVELOPMENT SKILLS REQUIREMENT

- PSY-P595/COGS-Q510: 1st Year Research Seminar (must have regular grade - not "R" or "I"). Grade: _____

TEACHING AND INSTRUCTIONAL SKILLS REQUIREMENT

- P660 The Teaching of Psychology, offered only in the Spring. Grade: _____ ("R" grade is removed after teaching P211 & review of student evals.)
- Teach one semester (PSY-P 211). Semester: _____. The P211 faculty supervisor can provide you with a copy of your student evaluations.
Students whose native language is not English must obtain a score of C2 on the Test of English Proficiency for Associate Instructor Candidates (TEPAIC) before being eligible to teach or lead discussion sessions. The test requires a memo of permission from the department and the student must register in person at Second Language Studies. More information is available at <https://dsls.indiana.edu/programs/tepaic.html>. SCORE: _____

Any of the above requirements can be waived if there is sufficient evidence to do so. Waivers must be approved by the department's Director of Graduate Studies (DGS) and, in some cases, the Dean of the Graduate School.

OFFICE USE: Date Completed: _____ Form Completed by (Signature): _____
Dates Updated & Initials of Updater: _____

Major Area's Specific Requirements

Fee Remissions cover coursework taken within the College of Arts and Sciences. Courses outside the College must be approved, *in advance*, by the advisor and the Director of Graduate Studies (DGS). To receive approval, speak to your advisor. At some point at the start of the semester, the DGS will be asked for a justification as to why you must take a course outside of the College. At that time the DGS will email your advisor for the approval and for the justification. A list of the College departments is available at <https://college.indiana.edu/academics/departments/index.html>.

Clinical (CL): The core courses should be taken within the first 2 years, before Qualls., unless otherwise approved by the Advisory Committee.
 Core: P530 Clinical Psychology, Semester: P641 Assessment, Semester:
 P624 Principles of Psychopathology, Semester: P631 Intervention & Evaluation, Semester:

Elective: 1 course, 3 credits (any graduate elective course taught by clinical faculty or any other graduate course in the department if approved by advisory committee or P667 or P669.) **Please speak with the Director of Clinical Training (DCT).**
 Elective: Course # Title: Credits: Instructor: Sem. DCT OK?

Practica: (P690) At least 2 semesters (2 courses or 6 credits). Total Practica Hours:
 (1) Supervisor Location/Title: Semester(s)
 (2) Supervisor Location/Title: Semester(s):
 (3) Supervisor Location/Title: Semester(s):
 (4) Supervisor Location/Title: Semester(s):
 (5) Supervisor Location/Title: Semester(s):

 APA Competency Areas Fulfilled (Please ask Director of Clinical Training to email the Academic Services Coordinator.) 4 areas: human development; biological aspects of behavior; cognitive and affective aspects of behavior; social aspects of behavior. **Speak with the Director of Clinical Training to determine if you have fulfilled the APA competency requirements. This cannot be confirmed by Academic Services.)**
 Dissertation Proposal: Endorsement of DCT for internship applications will not be sent until dissertation proposal is officially approved.

A Note About Forms: In addition to the department/University forms, Clinical students must complete Clinical-specific paperwork for: First and Second Year Research Projects, Annual Advisory Committee Review, Qualifying Exam, Dissertation Proposal, and the Defense.

Cognitive Neuroscience (CNS): Core courses to be made up of the following (or as approved by the Advisory Committee), for a total of at least 12 credits:
CNS Methods Course: One course (3 credits) selected from:
 P546 Topical seminar – Neurophysiological techniques (Puce) P544 Intro. to fMRI measurement and analysis (James, T.)
 P650 Neuroimaging: Theory and methods (James, T.) P657 Topics Sem.: Computational Cognitive Neuroscience Approaches (Busey)
AND 3 courses (9 credits) of coursework as noted below:
CNS Courses: Three courses (at least 9 credits) which may be taken from the following:
 • Any course offered by CNS area faculty, with permission of advisory committee.
 • Any of the following are acceptable, but not required: Q551, S531, N500, N501.

1. Course # <u> </u>	Title: <u> </u>	Credits <u> </u>	Instructor <u> </u>	Sem <u> </u>
2. Course # <u> </u>	Title: <u> </u>	Credits <u> </u>	Instructor <u> </u>	Sem <u> </u>
3. Course # <u> </u>	Title: <u> </u>	Credits <u> </u>	Instructor <u> </u>	Sem <u> </u>

Cognitive Psychology (CO): 12 credit hours in Cognitive courses. Any graduate-level course taught by a Cognitive Psychology or Cognitive Science faculty member applies towards the Cognitive Psychology major or as approved by Advisory Committee.

1. Course # <u> </u>	Title: <u> </u>	Credits <u> </u>	Instructor <u> </u>	Sem <u> </u>
2. Course # <u> </u>	Title: <u> </u>	Credits <u> </u>	Instructor <u> </u>	Sem <u> </u>
3. Course # <u> </u>	Title: <u> </u>	Credits <u> </u>	Instructor <u> </u>	Sem <u> </u>
4. Course # <u> </u>	Title: <u> </u>	Credits <u> </u>	Instructor <u> </u>	Sem <u> </u>

Developmental (DE): 12 credit hours in courses taught by Developmental core faculty or as approved by the Advisory Committee.

1. Course # <u> </u>	Title: <u> </u>	Credits <u> </u>	Instructor <u> </u>	Sem <u> </u>
2. Course # <u> </u>	Title: <u> </u>	Credits <u> </u>	Instructor <u> </u>	Sem <u> </u>
3. Course # <u> </u>	Title: <u> </u>	Credits <u> </u>	Instructor <u> </u>	Sem <u> </u>
4. Course # <u> </u>	Title: <u> </u>	Credits <u> </u>	Instructor <u> </u>	Sem <u> </u>

Mechanisms of Behavior (MOB): 12 credit hours to be selected in consultation with your advisory committee or, for first year students who have not yet formed committee, in consultation with your first year faculty contact. Students are strongly encouraged to participate in the monthly colloquium series.

1. Course # <u> </u>	Title: <u> </u>	Credits <u> </u>	Instructor <u> </u>	Sem <u> </u>
2. Course # <u> </u>	Title: <u> </u>	Credits <u> </u>	Instructor <u> </u>	Sem <u> </u>
3. Course # <u> </u>	Title: <u> </u>	Credits <u> </u>	Instructor <u> </u>	Sem <u> </u>
4. Course # <u> </u>	Title: <u> </u>	Credits <u> </u>	Instructor <u> </u>	Sem <u> </u>

Molecular and Systems Neuroscience (MSN): 14 credit hours in courses taught by MSN faculty or in courses approved by Advisory Committee, including N500 and N501, 2 semesters of N650, 1 elective in molecular/cellular, and 1 elective in systems. Students are expected to regularly attend the colloquium series.

1. <u> </u> Fall – Year 1: N500 Neural Sciences I (3)	3. <u> </u> Fall – Year 2: N650 Neuroscience Colloquium Series (1)
2. <u> </u> Spring – Year 1: N501 Neural Sciences II (3)	4. <u> </u> Spring – Year 2: N650 Neuroscience Colloquium Series (1)

Molecular/Cellular Elective (Year 2+), 3 cr.: 1. Title: Credits Instructor Sem
 Systems Electives (Year 2+), 3 cr.: 1. Title: Credits Instructor Sem
Your advisor must email the Academic Services Coordinator and approve, on behalf of the committee, which courses fulfill which elective.

Social (SO): 12 credit hours of the following core courses, taken within the first two years, before Qualls., or as approved by the Advisory Committee.
 P820 Social Perception and Social Cognition, Semester:
 P620 Attitudes and Attitude Change, Semester:
 P721 Group and Intergroup Processes, Semester:
 P647 Judgment and Decision Making, Semester:
 In addition, students should attend the area seminar, P700 Research & Theory in Social Psychology; list semesters when did so.:

After completing your required courses for the major/minor or major/2nd major, you will typically enroll in research credit (P895) until you reach 90 credit hours.

Minor Requirements

A minor is not required for double majors.

There are 2 options: an **individualized minor** or an **external minor**. An individual minor is created by the student and the Advisory Committee and must be **pre-approved** by the Advisory Committee and the Dean of the University Graduate School.

Individualized Minor: Requires 9 graduate-level credit hours. *Prior to coursework*, the Advisory Committee and the student must create a proposed title for the minor and a list of **more than 3** proposed courses. You complete the individualized minor form at <https://apps.iu.edu/kr-prd/kew/EDocLite?edlName=UGS.ExceptionMinor.Doctype&userAction=initiate>. The form will route to your committee and department. Final approval is at the discretion of the Dean. **Notes: P690 Practicum** is not accepted towards the Clinical minor unless special permission has been requested from and granted by the Director of Clinical Training. *As of July 2016 you must use the link provided. We are part of the test group for the new form. At this time the form cannot be found by searching in One.IU.edu.*

Title of Individualized Minor: _____
Form Received from Advisor: _____ **Approved by Dean:** _____

1. Course # _____	Title: _____	Credits _____	Instructor _____	Sem _____
2. Course # _____	Title: _____	Credits _____	Instructor _____	Sem _____
3. Course # _____	Title: _____	Credits _____	Instructor _____	Sem _____

External Minor (outside of the Department of Psychological and Brain Sciences): These minors typically require **at least 12 credit hours**. You must follow all of the guidelines of the minor department. **Contact the specific department for more information, guidelines, etc.**

Title of External Minor: _____
Received Confirmation from Minor Department Confirming Minor is Completed: _____

1. Course # _____	Title: _____	Credits _____	Instructor _____	Sem _____
2. Course # _____	Title: _____	Credits _____	Instructor _____	Sem _____
3. Course # _____	Title: _____	Credits _____	Instructor _____	Sem _____
4. Course # _____	Title: _____	Credits _____	Instructor _____	Sem _____
5. Course # _____	Title: _____	Credits _____	Instructor _____	Sem _____

Course Credit Summary: "R" grades for P895, P899, and G901 may remain until just prior to degree conferral although we like to remove them sooner in order to keep the transcript "clean." To remove "R" or "I" grades in P895, the faculty member may do so via eGrade Change in One.IU.Edu. For P895 courses prior to 2010 and for P899 and G901, the faculty member must email the Academic Services Coordinator and request a grade change.

Number of Graded Hours on Transcript: _____
Number of Hours in Progress (Semester: _____) _____
If applicable, # of hours enrolled next semester (Semester: _____) _____
Hours with "R" or "I" grade (List: _____) _____
Total Hours or Total Potential Hours: _____

90 hours are needed for the Ph.D.

"NR" means a grade was not reported and the instructor needs to submit the final grade roster. These cannot be fixed by a "change of grade" because there is not a grade recorded. Please contact the instructor.

Transferring Credits? If you wish to transfer credits from another university, please have your advisor send an email to the Academic Services Coordinator. The email should indicate which courses are approved and which, if any, requirements they fulfill. The Academic Services Coordinator will prepare a form, to be signed by the Director of Graduate Studies, and sent to the Graduate Division of the College of Arts and Sciences. Please discuss options with the Director of Graduate Studies (DGS) to help judge the fit of courses from other institutions to our department requirements. Students cannot transfer more than 30 credit hours.

Requesting a Waiver? If you have taken the equivalent of one of our required courses, contact the instructor in this department. If she/he approves the course as the equivalent of our required course, she/he must send an email to the Academic Services Coordinator, stating the course to be waived and granting permission. In some cases, the approval of the Dean in the University Graduate School is required and/or hours must be transferred. NOTE: You do not earn credit for the waived course unless you transfer those credits from the other institution. As you know, you must follow the requirements in the *Bulletin* of the year you entered the program, or you may choose to follow a *Bulletin* of a more recent year. You must confirm that your transfer request meets the chosen *Bulletin's* requirements. The DGS must approve the request before it will be forward to the Dean's office.

Qualifying Examination: The department's Qualifying Examination Policy is available at <http://academicipsychgrad.weebly.com/qualifying-examinations.html>.

Taken before the beginning of the 5th semester (written portion finished before the first week of classes in the 5th semester); oral portion finished within first 2 weeks of 5th semester). *Double majors may petition to defer Quals for one year (before the 7th semester).* This date must be at least 8 months before the date the degree is awarded (the department can establish earlier deadlines).

Qualifying Examination: *There are 2 forms (4 for Clinical students).* To receive the **Qualifying Exam Petition** (to schedule your exam), see the Academic Services Coordinator in April. The form is due the last week of April or first week of May. You will receive an email announcing the specific deadline. The second form is the **Qualifying Examination Results Form**. To receive this form, contact the Academic Services Coordinator at least 1 day in advance of your Oral Exam. You will take this form to your exam and it is to be completed by your Advisory Committee. This form must be filed 8 months prior to the granting of the Ph.D. **Both forms are available at** <http://academicipsychgrad.weebly.com>. If you are taking the computer exam, you must notify the Academic Services Coordinator at least 2 weeks in advance and reserve the department's computer classroom. Clinical students will also complete Clinical-specific forms.

Your Advisory Committee becomes your Qualifying Examination Committee. If you wish to add "voting" members for your exam, you must officially change your Advisory Committee. You can change your Advisory Committee at <http://college.indiana.edu/graduate/office/record.shtml>.

Date of Final Exam (Orals): _____ **Result:** _____ **Retake Date (if applicable):** _____ **Result:** _____

Continuing Enrollment: After passing the Qualifying Examination, you are required to enroll every semester, excluding summer. You must be enrolled when you graduate. This means that if you graduate in June, July, or August, you must enroll in summer research credit.

Be sure to see the end of this document for instructions on tracking your electronic forms/documents (eDocs). YOU ARE RESPONSIBLE FOR TRACKING YOUR FORMS.

Candidacy Date Approved: _____ **Candidacy Expires:** _____ (7 years after passing quals; dept. can establish earlier deadlines.)

Requirements for Admission to Candidacy: Completion of P553, 2nd Statistics course or Methods course, all courses in the major, 9 hours in minor (or have completed courses in 2nd major), and P595. You must also have passed the qualifying exam and submitted your First and Second Research Projects, completed P660 and taught one semester of P211. The ACS must attach a course list to the electronic form. This list explains which courses were used to fulfill which requirements, etc. Documentation of any waivers must also be attached. **Unless you indicate otherwise, we will hold you to the requirements from the University Graduate School Bulletin that were in effect for the year you entered the program** (see page 1 of this form). *Admission to candidacy is a formal University process. It signifies the faculty's recognition that the student has completed certain degree requirements and is likely to complete all other degree requirements.*

Instructions: The form for "Nomination to Candidacy for the Ph.D. Degree" is electronic and is available in One.IU.Edu. *Do not use the old paper form.* You (the student) initiate the form. It will route to your committee and the department before routing to the University Graduate School. A student reference guide is also available in One. **You must be admitted to candidacy before you can form your Research Committee** (see "Nomination of Research Committee" below).

A note about deadlines for candidacy and the Research Committee:

The clock (7 months for Research Committee, 30 days for announcement) starts *when the electronic form is received by the University Graduate School, not* when the form is initiated by the student. Allow yourself plenty of time!

Nomination of Research Committee – Required 7 Months Before the Defense.

Technically, the guidelines state the form is required 6 months before the defense. **However, it may take up to 4 weeks for the form to be approved.** The 6 month deadline is from when the University Graduate School approves the document, not from the date when the student initiates it.

Date Approved: _____ (List membership below)

Confirm that IU has a final undergraduate transcript that reflects the conferral date of your baccalaureate degree.

Instructions: This is an electronic form available in One.IU.edu. *Do not use the old paper form.* A student reference guide is available in One. 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.

Committee Members: All committee members must be members of the University Graduate School and at least half must be full members. Members serving as committee chairs must have the endorsement to direct dissertations. **The 4 members must be IU faculty. Additional members from outside of IU may serve on the committee but cannot replace the required 4 IU faculty.** For an outside member, attach a copy of his/her CV to your electronic A list of approved graduate faculty/endorsed faculty is available at <http://graduate.indiana.edu/faculty-staff/membership.shtml>. Your committee members must sign off on the electronic Nomination of Research Committee Form. A 1-2 page prospectus (or abstract) must be attached to the e-form along with relevant protocol forms (e.g. IRB or animal use.) **We recommend that you have a proposal meeting with your committee. While the form requires only a 1-2 page prospectus, your Research Committee usually will require a longer, more detailed proposal.** For specific questions related to protocol forms, please contact Compliance Services in the Office of Research Administration.

Clinical Students: You must also complete the Clinical Area-specific Dissertation Proposal form and, later, the Dissertation Defense Evaluation Form.

Double majors MUST have co-chairs (a chair for each major).

Note: Clinical students: Letters of recommendation for internship applications will NOT be sent until your dissertation proposal is approved by your committee.

SINGLE MAJOR: Committee made up of at least 4 members, 3 or more faculty from the department and 1 for each minor.

Please indicate committee chair. If membership later changes, a change form must be filed.

Major: _____ (Chair) _____
Minor: _____

DOUBLE MAJOR: Committee made up of at least 4 members, 2 from each major. A minor is not required.

Please indicate chair and co-chair, one from each major. If membership later changes, a change form must be filed.

1st Major: _____ (Chair) _____
2nd Major: _____ (Co-Chair) _____

G901 and Continuing Enrollment

Health Insurance and G901: In order to have health insurance, you must be appointed as a TA, AI, or RA.

Record of G901 Enrollment (maximum of 6 semesters):

Semester: _____ Semester: _____ Semester: _____ Semester: _____ Semester: _____ Semester: _____

Once you have met the core requirements and taken all major/minor courses, you will typically enroll in P895 Research until you have dissertation proposal approval. Once you have dissertation proposal approval, but are below 90 credit hours, begin enrolling in P899 PhD Degree Research. **Once you have 90 hours, and have been admitted to candidacy, you may wish to begin enrolling in G901 Advanced Research.** G901 allows you to retain full-time student status, at a flat fee of \$150.00. However, note that G901 is only available for a total of 6 credit hours (i.e., you cannot enroll in fewer or more than 6) and G901 enrollment is limited to a total of 6 semesters. **G901 is NOT offered in the summer** and cannot be taken with any other courses. It is available to you only after you have met all other degree requirements with the exception of the written dissertation. **The student is responsible for the \$150, it is not covered by fee a remission.** If you do not have summer funding, **you may not be covered by student health insurance.** If you are not sure of your status, speak to the department's Human Resources Coordinator for insurance confirmation. Because you do not pay mandatory fees when enrolled in G901, you may be **required to pay fees for if you opt for services such as SRSC, HPER, and the Health Center.**

Be certain to review the PhD Final Steps info. sheet listed under "Graduation and Commencement" at

<http://academicpsychgrad.weebly.com> & the Grad School's <http://graduate.indiana.edu/academics-research/graduation.shtml>

Incomplete ("I") and/or Deferred ("R") Grades: These must be changed to regular grades before your degree will be awarded. For P895 Research grades, please contact your advisor. For G901, please contact Patricia Crouch.

Dissertation - Defense: Announcement due 30 days prior to defense.

The Announcement must be submitted via the electronic eDoc. A link is available at <https://one.iu.edu/collection/iub/university-graduate-school/#Graduate%20one.iu%20task%20page>. The defense is considered open to the public. To schedule the defense, meet with your committee members to select a mutually agreed upon date and time. You may reserve a room by visiting the department's room scheduling site at: <http://bl-psy-appsv.ads.iu.edu/mrbs/>

For instructions for the announcement, please see the "Thesis and Dissertation Guidelines" at <http://graduate.indiana.edu/theses-dissertations/index.shtml>
Announcement Submitted: _____ Defense Date: _____

Be certain to take your acceptance page and abstract to the defense. These require original signatures.

Dissertation - Written: The preferred method is to submit the dissertation to the Graduate School electronically (via ProQuest). **Instructions and deadlines are available at <http://graduate.indiana.edu/theses-dissertations/formatting/index.shtml>.** Specific questions should be directed to the University Graduate School at 855-1117.

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. May and December have different deadlines and change each year. Please check with the University Graduate School.

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 and change each year. Please check with the University Graduate School.

*These dates are subject to change. Please check with the University Graduate School.

Department's Copy: The Department requires one bound copy of your dissertation. If you follow the instructions, we will arrange and pay for one bound copy of the dissertation for our archives.

Instructions:

1. Complete the IU Scholar Works form: <https://scholarworks.iu.edu/>
2. Email your Graduate-School-approved final dissertation copy to pcrouch@indiana.edu.
3. Email pcrouch@indiana.edu with details about your post-graduation plans/employment.

Commencement Participation: Submit the "PhD Application for Commencement" by October 1st for December Commencement and March 1st for May Commencement. This electronic form is accessed through One.IU.edu and a link is available at <http://graduate.indiana.edu/academics-research/graduation.shtml>. Please also see University Ceremonies at <http://www.commencement.iu.edu/index.shtml>. This site also includes information for your committee should they need to order academic apparel for the ceremony.

Finding and Tracking Electronic Documents (eDocs): The forms for Nomination to Candidacy, Nomination of Research Committee, and the Defense Announcement, are all eDocs available in <http://one.iu.edu>. **You are responsible for tracking the progress of your forms and for reminding your committee members to approve them.** The University Graduate School E-Doc systems are located in the University Graduate School – Bloomington pages in the Group Quick Links Section. Instructions: You can search by your (the initiator) Network ID, or the Document ID (you will receive an email after you have submitted your document that will give you the document id.). If you have submitted other e-Docs in the past, you can add the Date Created to narrow your search further: 1.) Click the Notifications tab; 2.) Click Document Search in the Menu on the left; 3.) Type in at least one criteria you would like to search by; 4.) Click the search button; and 5.) Click the Route Log button that is on the right side of the list of the search results.

Check-List: These are items commonly overlooked by students.

- 90 Credit Hours
- "R" and "I" grades have been changed. If you are graduating in the middle of a semester, a grade roster is not available and therefore a grade cannot be submitted at that time. This will not delay your degree.
- Official undergraduate transcript reflecting that the undergraduate degree has been awarded.
- IRB approval paperwork, if applicable (you must be a co-investigator or investigator on IRB protocol for your dissertation study).
- Other protocol forms, if applicable (HazMat, Animal, etc.)
- Bursar bill paid
- Copy of Graduate School-approved final dissertation emailed to Psychological and Brain Sciences.
- Copyright forms
- Verify your address is up-to-date with the Registrar.
- Submit Exit Survey to the University Graduate School
- Notify the Academic Services Coordinator of your plans (i.e., where are you going, type of work you'll be doing, etc.)**

Declaring a Second (Double) Major in Psychological & Brain Sciences (PBS), Cognitive Science, and/or Neuroscience: To add PBS, your first step is to make an appointment with Dr. Holtzworth-Munroe. You must complete two forms (the department's "Application to Add Psychology as a Second (Double) Major" and the Graduate School's "Application to Change from a Single to a Double Major for the Ph.D.") **You must write a goal statement and attach it to these forms.** You can obtain the forms at: <http://academicipsychgrad.weebly.com/double-major.html>

Notes from Academic Services or Actions for You to Take: