

DEPARTMENT OF PSYCHOLOGICAL & BRAIN SCIENCES

Qualifying Examination Petition 2017

Due **May 5, 2017 (by 4:00 p.m.)** to Patricia Crouch (Academic Services) in the Main Office.

Double Majors: Please check with your other major for their specific forms and requirements that may be required *in addition to* this PBS form. **Clinical Students:** Please see the Clinic office for additional paperwork.

Instructions:

1. Complete this Qualifying Examination Petition form (if deferring, skip to #5 of these instructions).
2. **Attach** the committee-approved qualifying examination plan (see below for specifics).
3. **Obtain signatures** of all committee members.
4. **Return** completed/signed form, with written plan, to Patricia Crouch.
5. Deferring exam? Check the appropriate deferment option below, obtain signatures of all committee members (and, if appropriate, the signature of the Director of Graduate Studies), return completed form to Patricia Crouch.

STUDENT INFORMATION: PLEASE PRINT

First Name	Last Name	Univ. ID #:
Area(s) (double majors – please list both areas):		
Minor (not required for double majors):		

WRITTEN PLAN (ATTACH): This written plan is to include any of the following as deemed necessary by the committee.

- Questions to be addressed (as approved by the committee)
- Reading lists for each question (as approved by the committee)
- An understanding that, to help with their timing and organization, the student should have a plan of when to complete each paper. For example, it is advised that the student complete the first paper by mid-June, the second paper by mid-July, and the third paper by mid-August (although papers do not all have to be turned in until the August deadline.)
- Any other details or plans unique to the student (as approved by the committee).
- Due dates for written and orals, which must comply with the timeline outlined in the department policy below.
- NOTE: If the student is taking some other form of the qualifying exams (e.g., social area students often complete an exam given in a more test-like format; some areas may require a grant proposal instead of answering one question, etc.) the advisor should still submit a plan, but it will focus on the due dates, possible reading lists, and any other relevant issues.

TIMELINE AND DUE DATES (Department Qualifying Examination Policy)

1. Qualifying examinations will be taken in the summer after the 4th semester in the program.
 2. This Petition for Qualifying Examination form and **written plan** are due to Patricia Crouch by **4:00 p.m. on Friday, May 5, 2017**.
 3. All written parts of the exam must be completed **by the last week of the summer break (Aug. 14-18, 2017; no later than 5 p.m., Aug. 18)**.
 4. The oral exam, including the examination and the evaluation of it, must be completed by the Friday of the **SECOND** week of classes in the fall semester (**Sept. 1, 2017**). By that time, the committee must be prepared to give a report to the full department faculty.
 5. If the student does not pass the exam, he/she has until **5 p.m. on Thursday of the third week of classes (Sept. 7, 2017)** to meet with the DGS and make a decision about any course changes. All procedures used to let the student complete or re-take the exam must be complete by the end of the fall semester (i.e., the end of the fifth semester). The faculty on the committee must be prepared to give a report to the full department faculty by the end of the final examination week of the fall semester (**finals week for Fall 2017 is Dec. 11-15**).
 6. Students who are pursuing majors from two different departments or programs may be given one extra year to complete their psychology qualifying examinations. (Provided they submit this completed form, see the "Deferring the Examination" section below).
- *To add or remove persons from your committee select "Advisory Committee: Apply Online" at <http://college.indiana.edu/graduate/office/record.shtml>

DEFERRING THE EXAMINATION

Double majors may petition to defer their qualifying examination for one year. Deferrals for single majors are rare and must have the approval of the full committee **and** the Director of Graduate Studies. If you wish to defer your exam, check the appropriate statement below *before* obtaining committee members' signatures. **If you defer in 2017 please remember you will need to submit a NEW petition in April/May 2018.**

I am deferring my qualifying examination because I am a double major. DGS signature is not required.

I am petitioning to defer my qualifying examination because of the following (provide a specific & brief explanation for the request. (You may use the back of this form if you need more space.) Approval from the Director of Graduate Studies (DGS) is required.

DGS' Signature of Approval _____ **Date:** _____

ADVISORY COMMITTEE SIGNATURES (The Advisory Committee *is* the Quals. Committee*):

By signing below, you agree to the written plan, reading lists, deadlines, etc., and/or to the student's request to defer his or her examination.

Printed Name	Department	Signature	Date