

Finishing the PhD in Psychology

General Timeline

See the following pages for a break-down of the specific tasks.

- **7 Months** before defense, submit electronic Nomination of Research Committee (NORC) form. **Allow 4 weeks for form processing!** The Graduate School site states that approval is required 6 months before your defense. However, you must allow time for processing. The 6-month-count is from the date the form receives final Graduate School approval, NOT the date it was initiated by the student. Also see the "Tracking eDocs" section in this document.
- **Participating in Commencement?** The participation application is typically due **mid-February for May** (Spring) ceremony and **mid-September for December** (Winter) ceremony. You should verify these dates with the University Graduate School.
- **40 Days** before defense, submit electronic defense announcement. The form must be approved by the University Graduate School 30 days before your defense, however, you should allow processing time. **CLINICAL STUDENTS:** If applicable, on the eDoc, please add a note that you will be on internship prior to degree conferral. Please include the estimated length of the internship.)
- **15th of the Month of planned degree conferral**, submit electronic dissertation to the University Graduate School (UGS) via ProQuest: <http://www.etsadmin.com/cgi-bin/school?siteId=102%20>. This date is different for May and December degrees.
- **27th of the Month of planned degree conferral**, hand-deliver the signed **doctoral acceptance page and abstract** to the UGS (Wells Library E546). If the UGS notified you of edits, submit the edits via ProQuest. This date is different for May and December degrees.
- **Complete the IU Scholar Works form** to make your dissertation publicly accessible in ProQuest. <https://scholarworks.iu.edu/deposit#etd>
- **Email a copy of your dissertation** to Patricia Crouch (pcrouch@indiana.edu). 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. *Be sure to tell her your post-graduation plans.*

Required Tasks to Complete – An Overview

See the following pages for a break-down of the specific tasks.

- Continuing Enrollment
- Form Research Committee (Nomination of Research Committee eDoc).
- Register for commencement. Order cap & gown.
- Materials, as required, to committee. Varies by committee.
- Schedule defense, reserve room.
- Submit electronic defense announcement.
- Remove any incomplete or deferred grades.
- 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 & signed acceptance page to Wells Library E546.
- 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.
- Confirm the spelling of your name and your mailing address with the Registrar.
- Complete the earned doctorate survey and the UGS exit survey.

Common Abbreviations:

ACS = Academic Services Coordinator

COLL = College of Arts and Sciences

DGS = Director of Graduate Studies

eDoc = Electronic document (online form)

NORC = Nomination of Research Committee

One.IU = Refers to <http://www.one.iu.edu>

UGS = University Graduate School or Graduate School

Important Contacts:

College of Arts and Sciences
Graduate Office:
collgrad@indiana.edu; (812) 856-3687

PBS Academic Services: Patricia Crouch, pcrouch@indiana.edu; (812) 855-4525

University Graduate School PhD Recorder: Shelly Gerber-Sparks, gerbers@iu.edu; (812) 855-9345

University Events & Commencement Services: iudegree@indiana.edu; (812) 855-3762

Add the University Graduate School Task Center to Your Favorites in One.IU.

<https://one.iu.edu/collection/iub/university-graduate-school>

Conferral vs. Graduation: Conferral is when the degree is officially awarded by the University Graduate School. A lot of times people toss around the word “graduated” or “graduation” after a student has defended or attended commencement. Defending and/or commencement do not mean the student has the degree.

protocol and so you will attach a copy of that. If you have questions about protocols, please see <http://researchcompliance.iu.edu/hso/index.html>. Neither Patricia nor the UGS determine what protocols are appropriate/necessary.

- **Continuing Enrollment:** Once you have passed your qualifying exam, you must enroll every semester, excluding summer. You must be enrolled at the time you confer your degree. If you confer your degree in June, July, or August you must enroll in at least 1 credit hour of summer research.
- **G901:** 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). **G901 is limited to 6 semesters.** It is not offered in the summer except for special circumstances and with the approval of the Dean of the University Graduate School.
- **Dissertation Proposal:** *PBS does not have a proposal form.* Please see “Nomination of Research Committee” below. The NORC used to be a paper form. At one time, students took the paper form to the proposal meeting in order to obtain their committee’s signatures. It is now an eDoc in One.IU.
- **Nomination of Research Committee (NORC): 7 Months Before Defense:** This committee 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, seven months before your defense.* **This is an online form available in One.IU.**
 - 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.) Double majors must have 2 co-chairs (one for each major – cannot be the same person for both).
 - 1-2 page summary of the proposed research. The 1-2 pages are to meet the Graduate School requirement. Your committee may ask for a larger prospectus.
 - Protocol/IRB forms. If research involves human subjects, animals, biohazards, biosafety, or radiation, you must also attach a copy of the approved protocols. Often students are working under an advisor’s
- 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 serve on the committee 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 NORC 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.** A “Change of Research Committee” eDoc may be required.
- **Unbound Dissertation to your Committee BEFORE your Defense:** Check with your Research Committee for the deadline (varies by committee, 4 weeks recommended).
- **Remove R Grades and Incompletes.** Contact the instructor of the course. He or she will need to submit an eGrade change. **To remove R 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 One.IU. If the credits were taken prior to 2010, the advisor can request the grades be changed, 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 One.IU and submit the final grade roster. The system defaults to the current term. The faculty member may need to select “change term” in order to find the course(s) in question.
- **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 the University Graduate School – 40 days before your defense.** This is an online form via One.IU. This form must be approved 30 days before your defense. We recommend that you allow 40 days. 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>. **CLINICAL STUDENTS:**

On the eDoc, add a note that you will be on internship prior to degree conferral. Please include the estimated length of the internship.)

- **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 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 a committee member is attending via video, see Patricia Crouch. She can arrange to express mail the pages to them in order to obtain original signatures. If between filing your Nomination of Research Committee form and the defense, your co-chairs change, you must file a “Change of Research Committee” 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.”

- **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** (Patricia Crouch). If you are uncertain, please speak with Patricia.

- Graduate degrees can be conferred any month of the year. **Commencement ceremonies** occur in May and December.

There is not a summer ceremony. Students who complete all degree requirements (including defense and submission of dissertation to the UGS) in May through August are eligible for the Spring (May) commencement. Students who complete all degree requirements in September through December are eligible for the Winter (December) commencement. **For more information, please visit:** <http://www.commencement.iu.edu>

- **By the 15th of the month:** Initial submission of doctoral dissertation or master’s thesis must be completed. 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.** Please see the UGS website for the most up-to-date list of deadlines

- **By the 27th of the month:** Submit signed doctoral acceptance page and abstract. If the UGS asked you to make formatting changes, the changes are due on this date. **May and December have different deadlines.** Please see the UGS website for the most up-to-date list of deadlines.

- **One set of the Signed Acceptance Page and Abstract:** *You must deliver the originals to the University Graduate School in the Wells Library (the main library), Room E546, or arrange for a friend to make the delivery. The office does not have the staff for this.*

- **Complete the IU Scholar Works form:** <https://scholarworks.iu.edu/deposit#etd>

- **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” usually in **mid-September** for December Commencement and **mid-February** for May Commencement. *Please confirm the deadline with the UGS or Commencement Services.* Access to this online form in One.IU 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>

- **Degree Date:** With the exceptions of May and December, degrees are typically awarded/dated the last day of the month. In May and December the degree is dated the last day of the term.

- **Bound Dissertation:** The department requires one bound copy of your dissertation for our records. You do not have to pay for the department’s copy as long as you follow these instructions. **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.

- **Notify the department of your post-graduation plans.**

- **Be familiar with the requirements in the *University Graduate School Bulletin*:**

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

<http://bulletins.iu.edu/iub/index.html> (scroll to *University Graduate School*.) Follow the year of the Bulletin that you used for your Nomination to Candidacy requirements. Typically this is the year you entered the program but may be a subsequent year if you chose that option.

- **Double Majors:** Be certain to check your progress in and the guidelines of your 2nd major.
- **External Minor:** Be certain to check your progress with that department. We contact your minor department to verify completion but we do not track progress for external minors.

Tracking eDocs: You are responsible for tracking your forms. In One.IU search for “document search.” From the document search, enter your username to find all the eDocs you have submitted. On the far right of the screen is the “route log.” Open the route log and you can see who has approved the form and who needs to approve it. If you find it particularly hard to get someone to approve the form in a timely manner, please alert Patricia and/or Dr. Amy Holtzworth-Munroe (Director of Graduate Studies).