

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.

NOTE: This form references OneStart. Eventually, OneStart will be replaced by <https://one.iu.edu>

Name: _____ Univ. ID# _____

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

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

Program of Study

____ Single Major Major Area: _____ Advisor: _____
Individualized or External Minor: _____

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

____ Double Major 1st Major Area: _____ Advisor: _____

2nd Major Area: _____

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.

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>.

Bulletin to use for requirements (year of *Bulletin*): _____

Cumulative GPA of 3.3 or above. Note: More than 2 current Incomplete grades automatically place a student on **academic probation**. 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. 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 University Graduate School (UGS): _____

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**. 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, indicating the report is approved by the committee. Clinical students: Your advisor will also need to complete the Clinical area-specific form.

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

Statistics and Methods Requirement.

____ P553 Advanced Statistics. Semester: _____ Or was P553 Waived? Y or N If Yes, is waiver memo on file? Y or N Dean's approval Y or N?

____ 2nd approved Statistics Course OR an approved Methods Course. Note: This course cannot be double counted towards a major or minor.

Course: _____ Semester: _____ Advisory Committee Approval of 2nd Course: _____

Research and Professional Development

____ P595 1st Year Research Seminar (must have regular grade - not "R" or "I"). With permission, students are able to replace this with COGS-Q510.

Grade: _____

____ 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: _____

Teaching

____ P660 The Teaching of Psychology, offered only in the Spring. Grade: _____ ("R" grade is removed after teaching P211.)

____ Teach one semester (P211). 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. This 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: <http://www.indiana.edu/~dls/publications/Introduction.htm> SCORE: _____

OFFICE USE: Date completed: _____ Form completed by (Signature): _____

Date(s) 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. Your advisor should then email the DGS with the course information and a justification as to why you must take a course outside of the College.

Clinical (CL): The core courses should be taken within the first 2 years, before Quads., 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 # _____ Title: _____ Credits _____ Instructor _____ Sem _____

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

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

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 # _____ Title: _____ Credits _____ Instructor _____ Sem _____

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

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

4. Course # _____ Title: _____ Credits _____ Instructor _____ Sem _____

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

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

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

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

4. Course # _____ Title: _____ Credits _____ Instructor _____ Sem _____

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 # _____ Title: _____ Credits _____ Instructor _____ Sem _____

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

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

4. Course # _____ Title: _____ Credits _____ Instructor _____ Sem _____

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. Fall – Year 1: N500 Neural Sciences I (3)

3. Fall – Year 2: N650 Neuroscience Colloquium Series (1)

2. Spring – Year 1: N501 Neural Sciences II (3)

4. 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 _____

Social (SO): 12 credit hours of the following core courses, taken within the first two years, before Quads., or as approved by the Advisory Committee.

P820 Social Perception and Social Cognition, Semester: _____

In addition, students should attend the area

P620 Attitudes and Attitude Change, Semester: _____

seminar, P700 Research & Theory in

P721 Group and Intergroup Processes, Semester: _____

Social Psychology; list semesters when did so.: _____

P647 Judgment and Decision Making, Semester: _____

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. The advisor emails the Academic Services Coordinator (ACS) the Individualized Minor Petition form (available at <http://academiciupychgrad.weebly.com/forms.html>). On the form, the advisor must indicate how the minor will be tested or if it will be waived from the Qualifying Examination. The ACS will forward an official request to the Dean in the University Graduate School. 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.

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 Onestart. 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 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 Director of Graduate Studies must approve the request before it will be forward to the Dean's office.

Be certain to check out the Graduate School Timeline: <http://academiciupychgrad.weebly.com/time-line.html>

Qualifying Examination:

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 3 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.

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. 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 during the summer, you must enroll in summer research credit.

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 OneStart (soon to be 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.

Candidacy **Date Approved:** _____ **Candidacy Expires:** _____ (7 years after passing quals.)

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 Onestart. *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 Onestart. **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!

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.

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 Onestart. *Do not use the old paper form.* A student reference guide is available in Onestart. 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 members, attach a copy of his/her CV to your electronic A list of approved graduate faculty/endorsed faculty is available at <http://www.indiana.edu/~grdschl/faculty-resources.php>. 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) _____

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 <http://www.graduate.indiana.edu/appendix-a.php>. 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-appsrv.ads.iu.edu/mrbs/>. For instructions for the announcement, please see the "Thesis and Dissertation Guidelines" at <http://www.graduate.indiana.edu/preparing-theses-and-dissertations.php>

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://www.graduate.indiana.edu/preparing-theses-and-dissertations.php>. 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: http://scholarworks.iu.edu/research/dissertations_permission.html
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 Onestart and a link is available at <http://www.graduate.indiana.edu/preparing-theses-and-dissertations.php>. 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.

Check-List: These are items often 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, 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.)
- ___ Electronic dissertation to the University Graduate School
- ___ Bursar bill paid
- ___ Copy of dissertation emailed to Psych
- ___ Copyright Forms
- ___ Verify address is up-to-date with Registrar
- ___ Submit Exit Survey to the University Graduate School
- ___ Notify Academic Services Coordinator of your plans (i.e., where you are going, type of work you'll be doing, etc.)

Notes from Academic Services or Actions for You to Take: