

Psychological and Brain Sciences

Academic Progress for the Ph.D.

OFFICE USE: Date Completed: _____ Completed by (signature): _____

Dates Updated & Initials of Updater: _____

This form is to monitor degree progress in the programs offered in the Department of Psychological and 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. **You are responsible for tracking your electronic documents (eDocs).** See page 5 for instructions.

Name: _____ Univ. ID#: _____

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

PROGRAM OF STUDY: Major Area: _____ Advisor: _____

Individualized or External Minor: _____

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

OR

Double Major – 2nd Major Area: _____

- Elsewhere on this sheet are important instructions on **how to add a 2nd major**. We only track your major in Psychological and Brain Sciences (PBS). For your other major or your external minor, please contact that program directly. Examples: Cognitive Science (812) 855-2722; Neuroscience (812) 855-7756.
- Please note that courses used for **skills requirements cannot be double counted** towards a major area requirement or a minor requirement.
- Some requirements **can be waived** if there is sufficient justification. Waivers must be approved by the Director of Graduate Studies and, in some cases, the Dean of the Graduate School.

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, etc. More than 2 current incomplete grades automatically places a student on **academic probation**.

Current cumulative GPA: _____ / _____ / _____ / _____ / _____ / _____

ADVISORY COMMITTEE

Formation: This **electronic document (eDoc)** 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.

Forming Committee: <https://tinyurl.com/formcomm> **Change Committee:** <https://tinyurl.com/changecomm>

Members: _____

Date committee officially approved by the College (COLL): _____

Double Majors from **COGS/NEUS**: Filed internal Double Major Form with PBS? _____

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 (ASC) and the Director of Graduate Studies (DGS) 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. The ACS and DGS are currently Patricia Crouch and Dr. Amy Holtzworth-Munroe.

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

PROFESSIONAL DEVELOPMENT SKILLS REQUIREMENT

- Usually PSY-P 595/COGS-Q 510: 1st Year Research Seminar. Semester: _____

STATISTICAL SKILLS REQUIREMENT

- Course: _____ (usually P553 Adv. Stats.) Semester: _____
Or was the course waived? Y or N _____ If yes, is waiver memo on file? Y or N _____ DGS Approval? Y or N _____

RESEARCH METHODS SKILLS REQUIREMENT

- Usually a second, **committee approved** (advisor must email us approval indicating full committee approval or student should include it in committee report), Statistics **or** Methods Course.
- Course: _____ Semester: _____

RESEARCH PROJECTS

- **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: _____
 - **Poster Session:** _____
- **Second Research Project Completed** (with acceptance sheet signed by your advisor, Clinical students must also attach the Clinical area-specific form). *Due by the end of the 5th semester.* Typically due the Friday of finals week. Advisor: _____ Date Filed with Academic Services: _____

TEACHING AND INSTRUCTIONAL SKILLS REQUIREMENT

- P660 The Teaching of Psychology, offered only in the Spring. Students are encouraged to complete course in 1st year. Grade: _____ ("R" grade is removed after teaching P211 & review of student evals.) Semester: _____
- Teach one semester (PSY-P 211 Methods): 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) **to be 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.indian.edu/programs/tepaic.html> **Score:** _____

Major Area's Specific Requirements

Clinical (CL): The core courses should be taken within the first 2 years, before Quails., 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 as approved by advisory committee or P667 or P669.) **Please speak with your committee to select this course.**

Elective: Course # _____ Title: _____ Credits: _____ Instructor: _____ Sem. _____ Committee 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. Four 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. Academic Services does not track these.**

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:

- Any course offered by CNS area faculty, as approved by the advisory committee.
- Any of the following are acceptable, but not required: Q551, S531, N500, N501.

1. Course #	Title:	Credits	Instructor	Sem	Committee OK?
2. Course #	Title:	Credits	Instructor	Sem	Committee OK?
3. Course #	Title:	Credits	Instructor	Sem	Committee OK?

Cognitive Psychology (CO): 12 credit hours as approved by the advisory committee. 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	Committee OK?
2. Course #	Title:	Credits	Instructor	Sem	Committee OK?
3. Course #	Title:	Credits	Instructor	Sem	Committee OK?
4. Course #	Title:	Credits	Instructor	Sem	Committee OK?

Developmental (DE): 12 credit hours as approved by the Advisory Committee.

1. Course #	Title:	Credits	Instructor	Sem	Committee OK?
2. Course #	Title:	Credits	Instructor	Sem	Committee OK?
3. Course #	Title:	Credits	Instructor	Sem	Committee OK?
4. Course #	Title:	Credits	Instructor	Sem	Committee OK?

Mechanisms of Behavior (MOB): 12 credit hours as approved by the advisory committee. Students are strongly encouraged to participate in the monthly colloquium series.

1. Course #	Title:	Credits	Instructor	Sem	Committee OK?
2. Course #	Title:	Credits	Instructor	Sem	Committee OK?
3. Course #	Title:	Credits	Instructor	Sem	Committee OK?
4. Course #	Title:	Credits	Instructor	Sem	Committee OK?

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. <input type="checkbox"/> Fall – Year 1: N500 Neural Sciences I (3) | 3. <input type="checkbox"/> Fall – Year 2: N650 Neuroscience Colloquium Series (1) |
| 2. <input type="checkbox"/> Spring – Year 1: N501 Neural Sciences II (3) | 4. <input type="checkbox"/> Spring – Year 2: N650 Neuroscience Colloquium Series (1) |

Molecular/Cellular Elective (Year 2+), 3 cr.: 1. _____ Title: _____ Credits _____ Instructor _____ Sem _____ Committee OK? _____
Systems Electives (Year 2+), 3 cr.: 1. _____ Title: _____ Credits _____ Instructor _____ Sem _____ Committee OK? _____

Social (SO): 12 credit hours of the following core courses, taken within the first two years, before Quails., 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.: _____

Minor Requirements or Double Major

A minor is not required for double majors.

Minor

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 Request for Individualized Minor form is available at One.IU.Edu (search for "minor"). The form will route to your committee and department. Final approval is at the discretion of the Dean. Note: 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: _____
eDoc Approved by Department: _____ eDoc Approved by University Graduate School: _____
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

Double Major

Declaring a Second (Double) Major: To add another program (such as COGS or PNS), complete the Graduate School's "Application to Change from a Single to a Double Major for the Ph.D" and contact the other program to see if they have department-specific forms. If you are in another program and wish 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.") Regardless if you are in PBS adding a 2nd major or in another program and adding PBS, you must write a goal statement and attach it to these forms. You can obtain the forms at: http://academicpsychgrad.weebly.com/double-major.html.

Course Credit Summary: This space is used to estimate the # of hours completed/in progress & hours needed. "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 P899 and G901 (and P895 courses prior to 2010) 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: _____

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

A minimum of ninety (90) graduate-level credit hours is required for the Ph.D.

All candidates must complete at least 30 credit hours of graduate work while enrolled on campuses of Indiana University. Of these hours, at least one semester or two summer sessions of full-time work must be taken in University Graduate School degree-granting units on the Bloomington, Fort Wayne, Indianapolis, South Bend, or Southeast campuses. Candidates for the Ph.D. degree must spend two consecutive semesters during one academic year on the Bloomington or Indianapolis campus.

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. The waiver must be approved by the DGS. 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.

Qualifying Exam: See <http://academicipsychgrad.weebly.com/qualifying-examinations.html> for petition, results form, & department's Qualifying Exam Policy.

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).* **There are 2 forms required:** (1) Qualifying Exam Petition (which includes a written plan); and (2) Qualifying Exam Results Form.

Qualifying Examination Petition & Written Plan: By the last day of the Spring semester (the Friday of the last week of classes), a student's advisor must submit to the Academic Services Coordinator (ASC):

- 1a. The signed **Qualifying Exam Petition** (by signing the petition, the committee is approving the written plan.)
- 1b. Attached to the Petition must be the **written plan** (usually written by the student; must be approved by the committee and submitted by the advisor) for the qualifying exam, including due dates which fit the required department due dates. See the department's Qualifying Exam Policy. *Students taking the computer exam must notify the ASC at least 2 weeks in advance and reserve the department's computer classroom.*
2. The **Qualifying Exam Results Form** is to be completed by your committee and returned to Patricia Crouch by the dates outlined on the form. **Clinical students** must also complete the Clinical-specific form, available from the Clinic office.

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 the degree is awarded. This means if the degree is awarded in June, July, or August, you must enroll in summer research credit.

Candidacy **Date Approved:** _____ **Candidacy Expires:** _____ (7 years after passing quals; dept. can establish earlier deadlines.)
Bulletin Year for Candidacy: _____ *This is a good time to confirm your final undergraduate transcript is on file.*

Requirements for Admission to Candidacy: Completion of all Skills Requirements (Statistical, Research Methods, Professional Development; and Teaching and Instructional), all courses in the major, 9 hours in minor (or have completed all requirements in 2nd major or credit hours required for external minor). You must also have passed the qualifying exam and submitted your First and Second Research Projects. 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.

You must follow the guidelines in the *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. **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.** This *Bulletin* is available at <http://graduate.indiana.edu/academics-research/bulletin.shtml>. *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 (do not attach a course list, the department will do this). 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).

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.

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)

Instructions: This is an electronic form available in One.IU.edu. *Do not use the old paper form. Remember, this eDoc is due 7 months before your defense. There is not a proposal 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. **Clinical students** must also complete the Clinical area-specific Dissertation Proposal form and, later, the Dissertation Defense Evaluation Form. These forms are available from the Clinic office.

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.

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.

(Nomination of Research Committee continued . . .)

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 (including one chair from each). A minor is not required.

You must 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

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 each semester. However, note that G901 is only available for a total of 6 credit hours per semester (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.**

Record of G901 Enrollment (maximum of 6 semesters):

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

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

The Announcement must be submitted via the eDoc. A link is available at <https://one.iu.edu/collection/iub/university-graduate-school/#Graduate%20one.iu%20task%20page>. **(CLINICAL STUDENTS:** If applicable, on the eDoc, add a note that you will be on internship prior to degree conferral. Please include the estimated length of the internship.) 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://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. Students are expected to submit the final version of the dissertation within six months of the defense date.

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. **Eligibility:** Finishing Jan.-Aug. can attend Spring (May) commencement. Finishing Sept.-Dec. can attend Winter (Dec.) commencement.

FUNDING:

	Fall	Spring	Summer
1 st Year	_____	_____	_____
2 nd Year	_____	_____	_____
3 rd Year	_____	_____	_____
4 th Year	_____	_____	_____
5 th Year	_____	_____	_____
Beyond*	_____	_____	_____

* Remember that no department funding is guaranteed past the 5th year. If you are in your 5th year or beyond, you need to submit an application (by April 1) asking for funding for the following academic year; but again, that funding may or may not be available. Summer funding generally is not available for students beyond their 5th year.

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.

Bookmark the Task Center in One.IU.Edu. In One.IU.Edu, search for “University Graduate School Task Center” and save it as a favorite. This Task Center will take you to many of the eDocs you will need during your academic career.

Course 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>.

Undergraduate Transcript on File? Confirm that IU has a final undergraduate transcript that reflects the conferral date of your baccalaureate degree. If not, have one sent to Patricia Crouch. If available, an official electronic copy is appropriate. It can be emailed, from the University, to her at pcrouch@indiana.edu.

PhD Final Steps Information Sheet: Be sure to review the information sheet listed under “Graduation and Commencement” at <http://academicpsychgrad.weebly.com> and the Graduate School’s <http://graduate.indiana.edu/academics-research/graduation.shtml>.

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

1. “R”, “I”, and “NR” grades have been changed and grades assigned. 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.
2. Official undergraduate transcript reflecting that the undergraduate degree has been awarded.
3. Bursar bill paid
4. Copy of Graduate School-approved final dissertation emailed to PBS.
5. Verify your address is up-to-date with the Registrar.
6. Submit Exit Survey to the University Graduate School
7. **Notify the Academic Services Coordinator of your plans (i.e., where are you are going, type of work you will be doing, etc.)**

Notes from Academic Services or Actions for You to Take: