Psychology Ph.D. Degree Progress Guidelines and Checklist

This is a general timeline of when students are expected to have completed certain milestones. If you find you are not adhering to the timeline, please speak with your faculty advisor about your progress.

<table>
<thead>
<tr>
<th>YEAR</th>
<th>REQUIREMENTS</th>
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| **Years 1 - 3** | **Graduate Coursework**  
Graduate level coursework is at the 5xxx and 8xxx level, must include at least 24 credits within Psychology, and must include 12 credits of a supporting program or minor. Psychology has eight program areas, each with their own unique academic and research requirements; consult with your advisor, program staff, or Area/Program Director for specific area requirements. Some programs may also require students to complete a first-year research project.  
**General Area Distribution (GAD) Requirement Coursework**  
Your graduate coursework mentioned above must also include five classes from a list of 12 defined general Psychology areas. Classes must be 3-4 credits with a grade received of A or B. This departmental form must be turned in by the end of your third year, but preferably earlier.  
**DUE:** GAD Form |
| Year 3 | **Graduate Degree Plan (GDP)**  
This Graduate School form requires you to list the courses you’ve taken and those in progress. This should be done when you’ve met the program requirements of at least 24 credits in Psychology and 12 or more credits of a supporting program or minor coursework, which is in the column labeled ‘other’, as determined by you and your faculty advisor. This form should be submitted before you take your written exam, but MUST be turned in before you schedule your prelim oral exam.  
**DUE:** GDP Form |
| **Years 3-4** | **Preliminary Written Exam**  
Preliminary written requirements vary by program area; some require an exam, some require a paper (sometimes referred to as a “specials paper” or “specials exam”). After the written exam is over, the results form must be completed and turned in BEFORE you can begin scheduling your oral prelim exam and nominating your committee.  
**DUE:** Prelim Written Exam Results Form  
**Preliminary Oral Exam**  
Prelim orals must be completed by the end of your fourth year, but the earlier the better. Your committee will need to be submitted online for approval; after approval you will be notified when you are able to schedule your oral examination. Your exam paperwork is sent to your committee chair; for the preliminary exam your advisor is the chair.  
**DUE:** Submit Oral Prelim Committee, Schedule Exam  
**Dissertation/Thesis Credits**  
You can begin taking Dissertation/Thesis (PSY 8888) after you have completed your preliminary written examination. 24 PhD dissertation credits are required; these credits
should be completed in two consecutive semesters (12cr/sem). After your preliminary oral exam and thesis credits are complete, your status changes to advanced/all but dissertation (ABD). You should then register for either GRAD 999 or PSY 8444 to remain enrolled until completion of the program.

**DUE:** Request permission each semester for either **GRAD 999** or **PSY 8444** after thesis credits are complete.

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<th>Year 5</th>
<th><strong>Request Graduation Packet</strong></th>
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<td></td>
<td>You can request this in person or online; please do this one semester before your final oral exam. Packet will include:</td>
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<tr>
<td></td>
<td>a. Graduate Application for Degree form (you can submit this the first business day of the anticipated month of graduation)</td>
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<td></td>
<td>b. Reviewers Report form, to be turned in prior to your defense of your dissertation</td>
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**DUE:** [Request graduation packet](#)

**Assign members for your final exam committee**
Your final committee will need to be submitted online for approval; after approval you will be notified when you are able to schedule your final oral examination. Schedule your final Oral defense/exam online at least one week in advance. The Graduate School will ensure that all degree requirements are complete and then send the examination paperwork to your committee chair. Your faculty advisor cannot serve as examining committee chair.

**DUE:** **Submit dissertation committee members, Schedule final oral defense**

**Dissertation Approval for Defense**
The thesis/dissertation is sent to all committee members to read/review 4-5 weeks prior to your final defense date. The student then collects the original signatures from the reviewers and turns the Reviewers Report form into the Graduate School at least a week before the scheduled final exam.

**Final Oral Defense**
Immediately after the exam, submit your Final Exam Report to the GSSP office.

**Dissertation Submission**
The Graduate School has very specific guidelines for dissertation submission, you must read the *Thesis Formatting and Submission* link from the site above.

**DUE:** **Submit dissertation**

**Degree Award/Graduation**
The degree is officially awarded via the Application for Degree form and the completion of the final details listed in the graduation packet. Complete these details, including any changes to the dissertation, within 4 weeks after the final oral defense. Participation in commencement ceremonies is optional.

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<th>Year 6</th>
<th><strong>Clinical and Counseling areas only</strong> - one year pre-doctoral internship-APA requirement</th>
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<tr>
<td>Year 7</td>
<td>Per department policy all students must be finished with their program by the end of Year 7.</td>
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