

Psychology Doctoral Program Milestone Progress Forms

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Degree Requirement Digital Forms Website

Graduate students are responsible for submitting digital milestone forms through the College of Arts and Sciences (CAS) "[Milestones](#)" website to document progression toward milestone completion. Submitting forms triggers authorization for registration, updates to DegreeWorks, and clearance for graduation.

Tips for Submitting and Approving Milestone Forms

- Milestone forms should generally be **completed in order**. There may be exceptions. A common exception is that completion of a clinical internship might precede a dissertation defense. Students should discuss other exceptions with the faculty advisor who will approve the form (see details below).
- The Milestones website is used by all graduate students in the CAS. **Some sections (e.g., foreign language requirement) do not apply** to students in the Psychology Graduate Program.
- Selecting "**Psychology MA**" or "**Psychology PHD**" in the pull-down menu gives access to forms for our program.
- Students must provide their **GSU student e-mail** address (e.g., not a Gmail address) on the forms.
- When the form requests committee members' e-mail addresses, students must provide **GSU e-mail addresses for GSU committee members**. Providing accurate e-mail addresses will ensure proper routing of the form.
- When students submit a form, the **form is automatically e-mailed to appropriate faculty** and staff (e.g., the student's advisor, Directors of Graduate study, Annette Clark, and the Office of Graduate Services). When approval is needed, faculty will reply to this automatically generated e-mail with their approval (i.e., no physical signatures are needed). These automatically generated emails are from "fsanchez1=gsu.edu@mg.gsu.edu; on behalf of; Annette Clark".
- Within a milestone (e.g., thesis), students can check several boxes to **submit more than one form at a time**. When more than one form is submitted at the same time, only one e-mail is generated. The subject line of the e-mails lists the milestone forms included in the e-mail. Advisors should pay attention to all content in the e-mails and "approve" all components of the email or specify which parts they approve and do not approve.
- Electronic copies of these forms are saved in **students' digital files**.

Milestone Progression Forms

Thesis, general exam, and dissertation milestone forms can be found in the “[Non-Course Milestone Submission Forms](#)” or “[Final Projects Forms](#)” sections of the CAS [Milestone](#) website. For thesis and dissertation defenses, the student will download and submit the “[Dissertation and Master’s Thesis Approval Form](#)” from the “Final Projects Forms” section.

Master’s Thesis Forms

1. Thesis Committee Chair Designation

Access this “Non-Course Milestone” form by selecting “Psychology MA” in the “Degree Program” pull-down menu. Approval of this form by the thesis committee chair will trigger authorization to register for PSYC 8999 (thesis) credits. The student can then register for up to six credit hours before the thesis committee is nominated.

Faculty approval: The **thesis committee chair** should reply to the “Non-Course Milestone Submission for *STUDENT’S NAME* - Thesis Committee Chair Designation” e-mail. A reply of “approve” indicates agreement to chair the student’s Master’s thesis committee.

2. Thesis Committee Nomination

Access this “Non-Course Milestone” form by selecting “Psychology MA” in the “Degree Program” pull-down menu. See the “Master’s Thesis and Committee” section of the Psychology Graduate Handbook or the text of the digital milestone form for thesis committee member requirements.

Students will not be authorized to register more than six hours of PSYC 8999 until a thesis committee is approved. After nominating a committee, students will be authorized for PSYC 8999 every semester until the thesis defense form is submitted.

Faculty approval: The **thesis committee chair** should reply to the “Non-Course Milestone Submission for *STUDENT’S NAME* - Thesis Committee Nomination” e-mail. A reply of “approve” indicates the chair supports the thesis committee nomination.

3. Thesis Proposal

Access this “Non-Course Milestone” by selecting “Psychology MA” in the “Degree Program” pull-down menu. See the “Master’s Thesis and Committee” section of the Psychology Graduate Handbook for requirements of the proposal document and proposal meeting. Note that this form requests the “date of defense,” which refers to the date of the proposal meeting. This form must be submitted after every defense attempt, regardless of whether the thesis was passed or failed. If the outcome of the thesis proposal meeting is not a “fail” but the thesis proposal document requires modifications before being fully accepted, the student should wait and submit the form when the thesis is fully approved. Students must be registered for PSYC 8999 during the semester(s) in which the thesis is proposed.

Faculty approval: The **thesis committee chair** should reply to the “Non-Course Milestone Submission for *STUDENT’S NAME* - Thesis Proposal” e-mail. A reply of “approve” for a passing thesis proposal indicates the thesis proposal has been completely passed (i.e., all required edits have been made). If the thesis proposal is failed, the chair can simply respond that the information is correct.

4. Thesis Defense

Use the “Dissertation and Master’s Thesis Approval Form” in the “Final Projects Forms” section of the Milestone website to communicate the outcome of the defense. The student is responsible for collecting committee members’ digital signatures and uploading and submitting the form through the “Doctoral Dissertation or Master’s Thesis Approval” website. This form must be submitted after every defense attempt, regardless of whether the thesis was passed or failed. When submitting this form to indicate a pass, this form should be submitted after the thesis has been fully accepted (i.e., all revisions are made) and all committee members have provided a digital signature. See the “Master’s Thesis and Committee” section of the Psychology Graduate Handbook for requirements of the thesis document and oral defense. Students must be registered for PSYC 8999 during the semester in which the thesis is defended.

Faculty approval: Thesis committee members indicate their support of the thesis defense outcome by digitally signing the “Dissertation and Master’s Thesis Approval Form.”

General Exam (GE) Forms

5. General Exam Chair Designation

Access this “Non-Course Milestone” form by selecting “Psychology PHD” in the “Degree Program” pull-down menu. Approval of this form by the GE chair will trigger authorization to register for PSYC 9980 (GE) credits. The student will be authorized to register for GE credits every semester until the GE until the “GE Results” form is submitted. Submission of this GE Chair Designation form will also trigger the GE audit. Students will be informed of the outcome of the GE audit. The “General Exam Forms and Communication” section of the Psychology Graduate Handbook describes the audit.

Faculty approval: The GE committee chair should reply to the “Non-Course Milestone Submission for STUDENT’S NAME - Exam Committee Chair Designation” e-mail. A reply of “approve” indicates agreement to chair the student’s GE committee.

6. General Exam Committee Formation

Access this “Non-Course Milestone” form by selecting “Psychology PHD” in the “Degree Program” pull-down menu. The “General Exam Committee” section of the Psychology Graduate Handbook describes the requirements for GE committee members. Since CLG, CLC, and CLN students are blinded to their GE committee, students enrolled in one of these concentrations should submit the “Psychology - Exam Committee Chair Designation” form and the “Psychology - Exam Committee Nomination” at the same time. The student is required to list a committee chair but is not required to list members.

Faculty approval: The GE committee chair should reply to the “Non-Course Milestone Submission for STUDENT’S NAME - Exam Committee Nomination” e-mail. A reply of “approve” indicates the GE committee chair’s approval of GE committee.

7. General Exam Results

Access this “Non-Course Milestone” form by selecting “Psychology PHD” in the “Degree Program” pull-down menu. The GE process is described separately for each concentration in the

Psychology Graduate Handbook, and the “General Exam Committee” section describes steps to follow if the GE is not passed. This form must be submitted after every GE attempt, regardless of whether the GE was passed or failed.

Faculty approval: The **GE committee chair** should reply to the “Non-Course Milestone Submission for *STUDENT’S NAME* - General Exam Results” e-mail. A reply of “approve” (or “the information is correct”) indicates the information on the form (i.e., the GE was passed or failed) is correct.

Dissertation Forms

8. **Dissertation Committee Chair Designation**

Access this “Non-Course Milestone” form by selecting “Psychology PHD” in the “Degree Program” pull-down menu. Approval of this form by the dissertation committee chair will trigger authorization to register for PSYC 9999 (dissertation) credits. The student can register for up to three credit hours before the dissertation committee is approved.

Faculty approval: The **dissertation committee chair** should reply to the “Non-Course Milestone Submission for *STUDENT’S NAME* - Dissertation Committee Chair Designation” e-mail. A reply of “approve” indicates agreement to chair the student’s Master’s thesis committee.

9. **Dissertation Committee Nomination**

Access this “Non-Course Milestone” form by selecting “Psychology PHD” in the “Degree Program” pull-down menu. The “Dissertation Committee” section of the Psychology Graduate Handbook describes the requirements for dissertation committee members and the documentation that must be provided to nominate a committee. All documentation must be combined into one document and uploaded through the Dissertation Committee Nomination Non-Course Milestone form. The dissertation committee nomination will then be reviewed by the Graduate Program Council (GPC). After the GPC approves the committee, the student will be authorized to register for more than three hours of PSYC 9999 and will be authorized for PSYC 9999 every semester until the dissertation defense form is submitted. If the GPC does not approve the committee, the student will be provided with feedback about why the committee was not approved. After creating a new committee in response to the feedback, the student should submit the Dissertation Committee Nomination form through the CAS Milestone website again.

Faculty approval: The **dissertation chair** should reply to the “Non-Course Milestone Submission for *STUDENT’S NAME* - Dissertation Committee Nomination” e-mail to indicate approval of the nomination. A Director of Graduate Studies or Assistant to the Director of Graduate Studies will then reply to indicate when the GPC has approved the committee.

10. **Dissertation Proposal**

Access this “Non-Course Milestone” form by selecting “Psychology PHD” in the “Degree Program” pull-down menu. See the “Dissertation Proposal” section of the Psychology Graduate Handbook for requirements of the proposal document and proposal meeting. Note that this form requests the “date of defense,” which refers to the date of the proposal meeting. This form must be submitted after every defense attempt, regardless of whether the dissertation

was passed or failed. If the outcome of the dissertation proposal meeting is not a “fail” but the proposal document requires modifications before being fully accepted, the student should wait to submit the form when the dissertation proposal is fully approved. Students must be registered for PSYC 9999 during the semester in which the dissertation is proposed.

Faculty approval: The **dissertation committee chair** should reply to the “Non-Course Milestone Submission for *STUDENT’S NAME* - Dissertation Proposal” e-mail. A reply of “approve” (or “the information is correct”) indicates the information on the form (i.e., the dissertation proposal pass or fail) is correct.

11. Dissertation Defense

Use the “Dissertation and Master’s Thesis Approval Form” in the “Final Project Forms” section of the Milestone website to communicate the outcome of the defense. The student is responsible for collecting committee members’ digital signatures and uploading and submitting the form through the “Doctoral Dissertation or Master’s Thesis Approval” website. This form must be submitted after every defense attempt, regardless of whether the dissertation was passed or failed. When submitting this form to indicate a pass, this form should only be submitted after the dissertation has been fully accepted (i.e., all revisions are made) and all committee members have provided a digital signature. See the “Dissertation and Defense” section of the Psychology Graduate Handbook for requirements of the thesis document and oral defense. Students must be registered for PSYC 9999 during the semester(s) in which the dissertation is defended.

Faculty approval: **Committee members** indicate their support of the outcome of the thesis defense by digitally signing the “Dissertation and Master’s Thesis Approval Form.”

Clinical Internship Completion

12. Clinical Internship (clinical students only)

Access this “Non-Course Milestone” form by selecting “Psychology PHD” in the “Degree Program” pull-down menu. The student should submit this form immediately after completing all requirements of their predoctoral internship.

Faculty approval: The **Director of Clinical Training** should approve the “Clinical Internship Completion for *STUDENT’S NAME*” e-mail to confirm that the student has successfully completed the clinical internship requirements of the doctoral program.

Other (non-milestone) Forms

13. [Request to Transfer Credits](#) (from a non-GSU institution)

Students can use this form to request transfer of credits for courses taken as part of another graduate program (MA or PhD) that can be used toward a student's current program requirements. The student will upload a transcript. Additional details about transferring credits are included on the form.

Faculty approval: If the transferred course fulfills a departmental requirement, a Director of Graduate Studies (**DGS**; Kevin Swartout and Erin Tully) will approve the "Request to Transfer Credit for *STUDENTS' NAME*". If the course fulfills a concentration requirement, the **program chair** will approve the e-mail. Annette Clark will then update DegreeWorks to reflect this course.

14. [Request to Substitute Course](#) (i.e., a GSU course)

A student's Degree Works audit (i.e., clearance for graduation) is based on the courses listed in the Handbook (and also listed in the [University catalog](#). Courses not listed in the Handbook will not automatically count towards the degree. Use this form to request substitution of a required course with another course offered at GSU (e.g., an elective in a different department). Students should consult with their advisor and program chair to seek their approval for the substitution BEFORE submitting this form.

Faculty approval: If the substitute course fulfills a departmental requirement, a **DGS** will approve the "Request to Substitute Course for *STUDENTS' NAME*." If the course fulfills a concentration course requirement, the **program chair** will e-mail approval. Annette Clark will then update DegreeWorks to reflect this course.

15. [Change of Concentration](#)

Use this form to formally change your concentration. The decision to change concentrations should be made in consultation with the student's advisor and chairs of all overseeing programs. Students should seek this consultation and approval to change concentrations BEFORE submitting this form AND send an e-mail requesting the change to [Annette Clark](#) with the student's advisor, chairs of overseeing programs, the Co-DGSs cc'd.

Faculty approval: A **DGS** will approve the change in concentration.

16. [Petition for Deviation from College Requirements.](#)

Use this form to submit a petition to deviate from a regulation or requirement in the college's section of the [university graduate catalog](#). The petition must be submitted to the Office of Graduate Services by the last day of late registration for the semester in which the student would like the petition reviewed.

Faculty approval: A **DGS** will approve the PETITION for deviation, not the actual deviation. The CAS will review and approve or not approve the request for deviation.

17. Authorization for PSYC 9910/9920, Advanced Directed Readings/Advanced Directed Research

Use [this form](#) to request authorization to register for PSYC 9910 and PSYC 9920 every semester.