

RULES AND REGULATIONS  
of the  
DEPARTMENT OF PSYCHOLOGY & GRADUATE SCHOOL  
governing the  
PSYCHOLOGY GRADUATE PROGRAM  
The “Blue Book”

A statement from the Chair:

The language of the Blue Book is *necessarily* cold and formal: its purpose is to provide no-nonsense regulations and guidance. Do not let this mislead you. You have been admitted to this program because of your academic achievement and promise. The program is structured to promote your academic and professional development as a psychologist, and the faculty are committed to helping you reach a high level of proficiency and sophistication. In return, we anticipate that you will become enthusiastically involved in the learning process, seek out diverse opportunities for growth, and engage with your advisor in an ongoing, thoughtful plan of study. Best wishes! The faculty and I look forward to you successfully completing your studies and joining the 560+ doctoral alumni of our program.

Revised Summer 2001

## GENERAL INFORMATION

### **Advisement**

Assignment. Upon admission to the Department each student is assigned to a faculty advisor in her/his major area, who assists in program planning and other academic matters. Normally, the thesis and, later, dissertation Chair will serve as an advisor.

Graduate study plan. All entering students, in consultation with their advisors, should frame an entire program of study. Such a plan should include required courses, planned electives, anticipated dates for fulfillment of specified requirements, and so forth. Students should meet with their advisors each semester (bring an updated plan), to discuss progress made in meeting objectives, as well as future plans. Such meetings are critically important for students on warning or probation.

Change of advisor or major area. A new advisor may be assigned to a student for two reasons: (a) the student or advisor may request a change of advisor; (b) the student may change to a different major area. Requests for change of advisor should be made in writing to the student's major area faculty, through the Program Director. To change major areas, the student should petition the area faculty of the new major area, through the Program Director of that area.

### **Registration**

Course load. Sixteen hours of 400 and 500 level course work is the maximum course load in Fall and Spring semesters, but 12 hours is considered the normal load. Students supported by assistantships may carry no more than 13 hours, including Psychology 597, and no fewer than 6 hours. Summer session load usually varies from 6-8 hours, 6 being a minimum departmental expectation.

Deadlines. There are various deadlines for proper registration each term which are regularly announced by the Department. Attention to these deadlines will avoid late registration fees and even more serious difficulties attending inordinately late registration, such as loss of stipend for the semester.

Registration slip. Partially to ensure timely and appropriate registration and in part to provide a central mechanism for locating students on campus, one copy of the official registration slip as approved by the Graduate Registrar should be delivered to the Graduate Program Office Manager before the deadline for registration.

### **Stipend**

ACT/Singlefile financial aid forms. All students are *required* to complete ACT/Singlefile forms each year at a time specified by the Department in order to retain high priority for stipend (fellowship, assistantship, etc.). Instructions for this process are distributed each year by the Graduate Program office. It is possible to be excused from this requirement in certain instances which are detailed each year at the time instructions for filing are distributed.

Stipend support. The Department attempts to support, arrange support, or facilitate support for all fully enrolled students each academic year—by sustaining an elaborate system of funding

options. First-year students are guaranteed support for the first academic year (Fall & Spring) at the time of admission. Beyond this, the Department attempts to arrange support for all students for four years, including as much of the 2-month summer term as resources permit (historically about 42 months over the course of study).

Because sufficient funding may not always be available, it is important to keep abreast of departmental funding priorities as published periodically by the Department. Students in good standing have higher priority for funding than those on warning or probation, and current rules assign *lower priority* for funding to the following students:

- those beyond four years on campus
- those who have not completed a master's degree by the beginning of Year 4 on campus,
- students who have not held a master's prospectus meeting by the end of Year 2
- students who have failed to file Singlefile financial aid form.

### **Student Files**

A departmental file for each student is maintained by the Graduate Program Office Manager (Room 281A). File materials include the following: admissions materials, all departmental correspondence to and from the student, grades, departmental evaluations, and logs of student progress. Information contained in the student's file is open to inspection by the student. Requests for access to one's file should be directed to the Graduate Program Office Manager.

### **Waiving of Course Requirements or Prerequisites**

Students who wish to have a course waived should consult with their advisors, the course instructor, and the head of their major area. One of the following recommendations will be made: (a) the course will be waived; (b) a proficiency examination (theoretical, practical, or both) will be given prior to deciding on the student's request; (c) the request will be refused and the student will take the course. A student may appeal the decision by writing a letter to the Department Chair requesting that the case be reviewed.

### **Grading Policies and Meaning of Grades**

Within the Department, the criteria for assigning grades and points are as follows:

A+ (10)	Exceptional graduate performance
A (9)	Superior graduate performance
A- (8)	Excellent graduate performance
B+ (7)	Good graduate performance
B (6)	Acceptable graduate performance
B- (5)	Minimally acceptable graduate performance
C+ (4)	Unsatisfactory graduate performance
C (3)	Unsatisfactory graduate performance
C- (2)	Unsatisfactory graduate performance
D (1)	Not acceptable for graduate credit
F	Not acceptable for graduate credit.

W: Authorized withdrawal with no basis for evaluation. Work may not be completed.

WU: Unauthorized withdrawal at instructor's discretion for student in good standing in class who stopped attending class during first 60% of the semester. This grade cannot be made up.

S/U: Satisfactory-Unsatisfactory. Used only upon completion of Thesis 599 or Dissertation 600, and for 590, 593, 594 and 597.

Inc: Course work incomplete at the end of the semester. Time allowed for the completion of work is determined by the course instructor.

Def.: Deferred grade. Used only for courses of a continuing nature such as Thesis 599 or Dissertation 600, and 593 research. Not used for individual readings or research courses which Inc. is appropriate. Def. grades are removed upon completion of thesis or dissertation at which time the grade S or U is assigned by the Graduate School for each semester of work.

Au: Audit. No grade or credit hours earned.

### **Student Evaluations**

Schedule. Program and Department faculty evaluate student progress and performance at regular intervals until all doctoral degree requirements except the dissertation have been completed. At the beginning of Spring term, all first-year students are evaluated, and all second-year students are evaluated for admission to the doctoral program (see Appendix A). All students beyond the first year are evaluated during Fall term, and students who have been placed on warning or probation are reviewed as specified when notified of departmental status.

Focus. Evaluations are based on the following areas of performance:

- academic performance—it is assumed that all students will do at least B work in each course and will engage in the learning process with enthusiasm,
- training assignment—the training assignment supervisor will evaluate a student's performance (as "Excellent," "Good," "Satisfactory," or *problematically* as "Marginal" or "Unsatisfactory") and may also provide a written evaluation of the student's performance.
- rate of progress toward the degree—progress is evaluated with regard to time tables set by the major area (see Graduate Program Office Manager or Program Director),
- professionalism and ethics—evaluation may also involve student attitudes or behavior relevant to professional and ethical issues (decisions are based in part on the APA Code of Ethical Standards of Psychologists—see the Graduate Program Office Manager or your area Program Director for a copy of the Code).

Good Standing, Warning, & Probation. The Department recognizes three categories of student status: *good standing*, *warning*, and *probation*. The difference between warning and probationary status is in the gravity of deficiency in the student's performance. Warning status is intended to warn that performance is deficient in some respect and that the student must rectify the situation in order to return to good standing. Probation is considerably more serious and is intended to inform of performance so seriously deficient that there is the possibility that the faculty might decide to drop the student from graduate study. Warning and probation are not necessarily sequential steps in that students who develop serious problems might go from good

standing to probationary status. Moreover, in extraordinary circumstances, a student may be dropped from the program without first being placed on probation or warning.

Faculty advisors inform students of the results of an evaluation meeting as soon as possible after the meeting. Whenever a faculty recommendation is at variance (favorably to the student) with published criteria for the different categories of student status (see below) because of extenuating circumstances, the advisor will inform the student of the basis of the faculty decision.

Criteria for good standing, warning, and probation are available from each graduate Program Director. When a student falls behind explicit progress deadlines, notice of warning status is sent immediately by the relevant Program Director without faculty evaluation meetings. Otherwise, formal letters of evaluation will be sent by the Department Chair, stating faculty decisions regarding student status, noting faculty concerns, and specifying what needs to be done by the student to return to good standing and, if determined by the faculty, the consequences of failure to do so.

When a student is on probation, the faculty of the student's program prepares a recommendation for the full faculty to consider at each evaluation meeting. When a recommendation to terminate the student from graduate study is under discussion, the program faculty provide the student an opportunity for a hearing before formulating a recommendation. The student is invited to attend such a hearing. At the hearing the student may make a statement, ask and respond to questions, and may have others address the meeting on his/her behalf.

### **Training Assignment**

Requirement and rationale. All graduate students spend from 10 to 20 hours per week in a training assignment (25% to 50% assignment), which may involve teaching, research, or service. Assignments vary according to student needs, professional goals, and competencies, they increase in responsibility as the student progresses through the program, and they provide students with a variety of pre-professional experiences relevant to becoming a psychologist. As such, the training assignment is considered a central component of professional development—as important as course work—and is required of all students.

The training assignment, including registration for Psychology 597 each term, is a program requirement for the student's first five years on campus. All students on campus and registered as discussed previously must register for Psychology 597. Conversely, students who are not registered for the minimum number of hours previously stated cannot register for Psychology 597.

Assignment process. Each spring, students are sent a form on which they indicate their rank-ordered preference for training assignment and source of support for the coming year. Faculty are also asked to state their needs and preferences. These requests as well as information concerning sources of support form the basis for assignments then made by a committee composed of Graduate Program Directors, Undergraduate Program Director, and the Department Chair.

Expectations and evaluation. At the start of the training assignment, the student and the training supervisor should meet to discuss the semester's work, as well as to discuss the needs and expectations of the student and supervisor. The student and supervisor should also discuss the

procedure by which the student's performance during the assignment will be evaluated. Feedback on the student's performance should be provided to the student throughout the assignment. Explicit feedback is particularly important if a student is failing to meet a supervisor's expectations.

### **Core Curriculum**

Students are required to satisfactorily complete the following courses:

- two statistics courses (selected from Psyc 522, Psyc 524, & EdPsyc 507),
- History of Psychology (Psyc 509), unless a course taken as an undergraduate meets the requirement (see your Program Director),
- thesis and dissertation requirements (Psyc 599 & 600),
- one course in each of the four basic core coverage areas specified by APA (Clinical and Counseling students only), selected from a list of courses approved for the core distribution requirement (available from Graduate Program Directors or the Graduate Program Office Manager).

### **Graduation**

Application forms for graduation can be secured from the Office of Admissions and Records. (Students to be awarded the Ph.D. degree should go to the Graduate School and get forms from Pamela Durso for microfilming and survey of earned doctorate at this time.) The graduation application form should be returned to Admissions & Records following completion. *The deadline for applying for graduation is always the first week of the semester.* An application is usually moved up to the next graduation if you have not met the various deadlines during the semester applied for, but it is a good idea to check with Admissions & Records and make sure they have your application. Attendance at commencement is not compulsory, but you need to notify Pamela Durso (453-4523) if you do not plan to attend.

### **Grievances**

Procedures for resolution of student's grievances exist at the departmental, college and university levels. All students have the right to petition any departmental decision. In the case of grievances concerning an individual or an individual evaluation (courses, practicum, grades, training assignment evaluation, etc.), the student should first take the grievance to the individual involved. If the grievance is not satisfactorily resolved at this level, the student should provide a written statement of the grievance to their advisor, major area director, and the Department Chair. Grievances concerning departmental policy or decisions (probation, dismissal from the program, major and minor preliminary decisions, etc.) should be taken to the student's departmental advisor, and, if still unsettled, to the major area director or the Department Chair. A written account of all grievances taken to the major area director or Department Chair, and their resolutions, will be included in the student's file.

All grievances must go through the departmental grievance procedure before they can go through the College of Liberal Arts procedure. Grievances must have gone through the Department and College grievance committee before going through the Graduate School grievance committee. Grievances may include, but are not limited to, the following areas: probation, training assignments, practicum, evaluation (grades, training assignment, professional attitudes and

ethics), departmental policies, thesis and dissertation, and quality of teaching. It should be noted that grievances rarely arise and are usually satisfactorily resolved during the initial steps of the procedures.

## MASTER'S DEGREE

For all graduate students in our program, the master's degree is a prerequisite for the Doctorate. It is an important opportunity to gain research experience: exploring the scholarly literature, identifying a problem, articulating research questions, designing and implementing a study, collecting and analyzing data, and drawing implications. This can be a challenging as well as exciting experience. Two academic years are usually necessary for the completion of master's degree requirements. It is extremely important for students to stay "on task," to actively seek guidance from the thesis Chair, and to make steady progress on the thesis. Falling behind at this stage, inevitably leads to further delays, and makes it exceedingly difficult to complete the program requirements in a smooth and timely fashion.

### Hours Required

The following Department and Graduate School requirements (D & GS, respectively) apply to Master's degree hours:

- a minimum of 48 hours of acceptable graduate credit (D)
- at least 15 hours in courses numbered 500 or above (GS),
- at least half the credit hours through SIUC courses (GS),
- at least nine hours after admission to the degree program (GS),
- at least 21 hours of graduate coursework graded A, B, or C,
- only credit earned (at SIU or elsewhere) within a six-year period preceding completion of the degree requirements.

### Grade Requirements

A minimum average of B (3.0) in all courses taken for graduate credit is a prerequisite for the master's degree and not more than half of the required hours can be graded S. The primary emphasis of the Psychology Graduate Program is on doctoral training and students must have a grade point average of 3.2 in order to be admitted to the doctoral program. Therefore, master's level students are urged not to let their grade point average fall below 3.25. Credit hours for any grade lower than C are not counted toward the degree. Students who earn a C in required courses may have to retake them.

### Curriculum

Students are expected to make normal progress (as specified by the program of each major area) toward the completion of core curriculum and major area course requirements during the first two years. By the end of the second year, all students enrolled in the master's program should have completed the thesis requirement (599, 4-6 hours). Note that slow thesis progress tends to have a domino effect—leading to other missed deadlines—and to jeopardize smooth and timely completion of the program.

### Thesis Document

Each candidate for the master's degree must write a thesis. The grade for Thesis 599 is deferred until the thesis is approved by the master's thesis committee. Master's candidates must have between 4 and 6 hours of Thesis 599 credit. Students should not register for 599 until they have a supervisor and will actually be using university facilities or faculty time for assistance and

direction. Each student must register each semester that she/he will be using university facilities or faculty time, in residence or not. The thesis must be approved by the master's thesis committee at least three weeks prior to graduation. Two copies of the completed thesis must be received by the Dean of the Graduate School at least three weeks prior to graduation (or at a date specified by the Graduate School). (See later section for additional information on master's theses.)

## PH.D. DEGREE

### Admission

Admission to the Ph.D. program requires a master's degree, a grade point average of 3.25 or above and approval by the Department. A student who receives a master's degree from SIUC must apply formally to the Graduate School for admission to the Ph.D. program and be approved by the Department faculty.

### Accelerated Entry to Doctoral Program

This option is only for students who have transferred to SIUC from another doctoral psychology program that does not award the master's degree but requires a thesis *and* who have completed the thesis in that program. Students who meet these conditions should apply to the Department for admission to the doctoral program through the accelerated entry option during the first semester on campus.

### Statute of Limitations

The Ph.D. degree may not be conferred less than six months nor more than five years after admission to candidacy, except upon approval of the Dean of the Graduate School. Students are required to provide the area Program Director /Dissertation Chair with a written annual report of (a) dissertation progress, (b) impediments to progress, and (c) activities demonstrating currency. *If completion of the dissertation is delayed beyond five years, a student usually will be required to retake preliminary examinations and be re-admitted to candidacy (see Appendix B).*

### Hours Required

The number of hours required for the completion of the Ph.D. degree varies across the three major areas (Experimental, Clinical, Counseling). All students are required to take a total of 24 credit hours of Dissertation 600 and a maximum of 6 hours of dissertation credit may be taken subsequent to passing the minor preliminary examination (if required by the major area) and prior to passing the major preliminary examination. The hours required by each content area are available through the Program Director of your area.

### Grade Requirements

The Graduate School requires a minimum average of 3.25 for the Ph.D. If a student earns a grade lower than a C, there is no credit for the course, but the numerical value of the grade is included in the student's average. Students whose grade point average falls below 3.25 are ordinarily placed on departmental probation.

### Residency Requirement

Students must meet the residency requirement of the Graduate School in order to obtain the Ph.D. degree. The requirement pertains to credit earned between admission to the *Ph.D. program* (after you have completed your M.A.) and formal admission to *Ph.D. candidacy* (upon satisfactory completion of both preliminary examinations). During this time, you must earn 24 semester hours credit within a period not to exceed four calendar years, no more than six hours of which may be dissertation (Psychology 600) credit.

The intent of the residency rule here—as in most doctoral programs—is to ensure that the student will be on campus during a significant portion of doctoral study. Normally, meeting the residency requirement is not a problem for students in our program, unless the necessary paperwork is ignored. *As soon as M.A. orals are scheduled, the student should go to the*

*Graduate Program Office Manager and apply to the Ph.D. program.* In our program, acceptance into the Ph.D. program is usually a formality at this stage, but failure to apply will mean that hours taken cannot be counted toward residency with the consequence that the student might need an extra semester or year on campus to fulfill a requirement really already met.

### **Preliminary Examinations**

Ph.D. candidacy is contingent upon successful completion of a written preliminary examination in the student's major area of study. The examination is composed primarily of essay questions that require substantive knowledge of experimental and theoretical topics. The Graduate Program Office Manager maintains a file of examinations given in recent years which is open to students.

In addition to the major/comprehensive preliminary examinations, a minor or specialization preliminary examination may be required by the area program. The student should consult with the Program Director for minor exam requirements and procedures.

In the event that a student fails a preliminary examination twice, whether on the major, minor, or across examinations, the student's entire record shall be examined by the Department faculty in order to determine whether the student is to be terminated from the program or allowed to continue, and if continued, under what conditions.

Fields of concentration for the preliminary examination in the major areas are as follows:

- Experimental—Any one field from the following may be selected for the major examination: applied experimental, or brain and cognitive sciences.
- Clinical—The major examination includes psychopathology, assessment, treatment, research methods and ethics. In addition, for the student, the examination reflects the specialization emphasis, e.g., adult, child.
- Counseling—(a) vocational psychology and career development, (b) assessment, (c) counseling theories and techniques, (d) research methodology and measurement, (e) group counseling, and (f) counseling as a profession.

Schedule of examinations. The Major Preliminary examinations are scheduled by the Department once each term, normally within the first two weeks. Notices are posted well in advance, at which time students are expected to notify the Graduate Program Office Manager of intent to take the examination. Examination committees, as appointed by each director, are announced after the roll of students taking the exam is known.

### **Dissertation Research and Document**

Each candidate for the Ph.D. degree must write a dissertation showing high attainment in independent, original scholarship and creative effort. Although a student may take dissertation hours prior to passing both preliminary examinations (up to a maximum of 8 hours; however, Grad School will count only 6), the student may not hold a prospectus meeting before successfully completing the major preliminary examination.

While working on the dissertation, the student must register for Dissertation, Psychology 600, (plus additional course work if desired) and must devote at least one academic year of full-time work to complete the dissertation (24 credits of dissertation hours are required). Grading of dissertation credits is deferred until the completion of the dissertation and the final examination. At the time that the Department submits a statement of approval for the student to receive the degree, the deferred grades are changed automatically, i.e., grade change cards are not necessary. See later section for additional information on Ph.D. dissertations.

### **Continuing Research (Psyc 601)**

Students who have reason to discontinue regular enrollment, but who plan to complete an approved dissertation topic, must register for Continuing Enrollment, Psychology 601. The Graduate School will automatically register all classified students, who are not otherwise enrolled by the second week of classes, in one Psychology 601 hour. The student must have completed a minimum of 24 hours of dissertation research or the minimum thesis or research hours before being eligible to register for this course. Concurrent enrollment in any other course is not permitted.

### **Internship**

Doctoral students who are majoring in Clinical or Counseling Psychology must complete an approved internship: 12 months for both Clinical and Counseling students. The placement of the internship varies from program to program (see the Graduate Program Office Manager for the specific requirements for each major area). Since the internship is viewed as an integral part of the training, the Ph.D. degree is not awarded until the completion of all academic work and the internship. The student is responsible, in consultation with her/his advisor, for scheduling and obtaining an internship. It is expected that the internship will be with an APA-approved internship agency unless an exception has been approved by the relevant major area committee.

## THESES AND DISSERTATIONS

Since essentially the same procedures are followed for theses and dissertations, they will be discussed together. Where specific differences in requirements exist, these will be pointed out. Students should be familiar with the pamphlet Guidelines for the Preparation of Research Reports, Theses, and Dissertations, which may be obtained at the Graduate School or the Psychology Department.

### Topic

Ideas for topics may be obtained from a variety of sources: from course material, from outside reading, or from discussion with faculty members. Generally speaking, either a replication of an important study or original research are acceptable for a master's thesis. A dissertation should be an original and significant contribution to the science of Psychology. The following list contains some general areas considered acceptable for experimental investigation. Since the list is not exhaustive, there is no implication that proposed research must be limited to the types cited below.

1. Determination of the effects of some experimental variable. A frequent and important research task for the development of principles of behavior is that of ascertaining the systematic effect of one variable or set of variables on a second variable or set of variables under controlled conditions. In contrast to other types of research listed here, a crucial aspect of a research project in this category is the systematic manipulation of the variable under study. In conducting such a study, careful attention must be paid to adequacy of experimental controls, avoidance of bias in experimental samples, etc.
2. Investigation of some new behavioral phenomenon. Research need not be confined to study of already existent or apparent behaviors, but may involve attempts to develop or produce and measure new behaviors. Examples of such research would include studies teaching children behavior thought possible only for persons at a more advanced stage of development; or teaching more complex functions such as reasoning, to lower animals.
3. Development of a new technique. Currently available techniques are never considered to be the final work in any scientific field. The development and demonstration of the validity and reliability of a new technique is definitely a contribution to scientific knowledge. Such research includes the development of a skills or aptitude test or a measure of morale in an area such as industrial. It may also include the development of a new piece of apparatus for the measurement of some experimental variable. Emphasis is placed on the adequate development and standardization of a technique rather than on its complexity and scope. It is more important to establish the validity and reliability of a technique with limited scope and complexity than it is to "develop" a very complex technique, but not to validate it.
4. Construct validation. There are frequently instances where a number of techniques are used to measure the "same" experimental variable or theoretical concept, yet no attempt has been made to establish the equivalence of these measures. A study of this nature which encompasses sufficient scope and meets satisfactory methodological criteria is considered to be an acceptable contribution, particularly at the Master's level.

5. The study of time trends. In some instances the systematic study of the development of a behavioral phenomenon as a function of age or maturational factors is considered to be a legitimate research problem. In evaluating the merits of such a study, emphasis will be placed on adequacy of design and sampling procedures.

Examples of unacceptable projects are the following: (1) charting the history of some person or movement; (2) application of some test or technique to a certain number of cases, or (3) a purely descriptive account of some organization or project.

### **Thesis or Dissertation Committee**

The student should discuss proposed thesis or dissertation research with several faculty members and make up a list of faculty members willing to serve on the student's thesis and dissertation committee. Both the proposed thesis or dissertation project and the proposed committee composition must be *formally approved* by the Department Chair. The student should arrange a meeting with the thesis/dissertation Chair before beginning work on the prospectus: indeed, regular meetings are encouraged, since multiple drafts of the prospectus are typical.

Committee composition. A thesis committee consists of three members and a dissertation committee of five members (additional members are allowed). Both committees include a Chair (or co-Chair) who is tenured or tenurable in Psychology, a majority of members who are tenured or tenurable in Psychology, and a member who is outside the student's major program area. Dissertation committees must also include a member who is from a department other than Psychology. The Dissertation committee Chair must hold Direct Dissertation status awarded by the Graduate School: this is granted to faculty upon tenure and is sometimes granted to senior Assistant Professors.

Prospectus. Prior to starting the research on a thesis or dissertation, a student must submit a written prospectus to each member of her/his committee. The prospectus should include the following: (1) title, (2) introduction to the problem, (3) review of the relevant literature, (4) theoretical background and hypotheses, (5) method, (6) anticipated analysis of data, and (7) implications of findings if the hypotheses are confirmed or disconfirmed. The prospectus can be in the style approved by the APA (journal style with the review of the relevant literature contained in the appendix). A carefully written prospectus ordinarily serves as the opening chapters of the thesis or dissertation.

Typically, at least one week after the prospectus has been submitted, the committee meets with the student to discuss and evaluate the prospectus. Faculty members and students not on the committee may attend the prospectus meeting, or may forward suggestions and comments to the committee Chair prior to the meeting. Prospectus meetings are not scheduled during the recess period between semesters.

The approval of the prospectus indicates that the committee members accept the research design. If the prospectus is approved with no major modifications, a letter is sent by the committee Chair to the Department Chair for filing in the student's permanent records. If major modifications are needed, the student may be asked to rewrite the prospectus, circulate the revised prospectus, arrange another committee meeting, and then file the revised prospectus as above. A prospectus must be approved at least one semester prior to graduation.

### **Human Subjects Committee**

All research (including theses and dissertations) involving human subjects must be approved by the University Human Subjects committee. The purpose of the committee is to ensure that research does not jeopardize the physical or psychological well being of the subjects. The necessary forms are available from the Graduate Program Office Manager or the Office of Research & Development and the forms are to be submitted to the University Human Subjects committee. No research can begin until University Committee gives approval to the project. Researchers should plan carefully so that the necessary approval by Human Subjects committee is received prior to the start of the project.

### **Funds for Projects**

The student should consult with her/his committee Chair if funds are required for purchase of equipment or payment of subjects. Limited funds may be available from the Department. In addition, dissertation grants are available for some types of research. Information on the availability of doctoral grants is available from Office of Research Development and Administration (ORDA).

### **General Procedures and Style**

After the prospectus has been approved, the student continues with the proposed research and then writes a report of the research under the supervision of her/his committee. The student has the option of writing her/his thesis or dissertation in the traditional fashion or the APA journal style. In the latter case, ancillary material (full survey of literature, subsidiary analysis, etc.) are placed in the appendices, although figures and tables appear in the text. The Psychology Department prefers that citations, table headings, etc., follow the APA style (Publication Manual of the American Psychological Association, Third Edition, Washington, DC). The APA style for the preparation of manuscript text is intended as an aid for publication in professional journals and conciseness is emphasized. However, in academic theses and dissertations, important indices of competence are the complete literature review, exhaustive presentation of data, and reflective evaluation of the results. Therefore, the student need not follow APA style for the preparation of text materials. Guidelines for the preparation of theses and dissertations may be obtained from either the Graduate Program Office Manager or the Graduate School.

### **Oral Examination**

The Department of Psychology requires an oral examination, conducted by the student's thesis or dissertation committee, for each M.A. and Ph.D. candidate. The examination covers the thesis or dissertation and also includes questions designed to ascertain the student's general competence in psychology. Oral examinations are open to all interested observers. One week before the meeting, a copy of the thesis/dissertation and a separate one-page abstract (with title, author, place & time of meeting) should be turned in to the Graduate Program Office Manager for the perusal of interested readers. The one-page abstract will be posted on the bulletin board outside the Main Office. The expectation is that at least three members of the thesis committee or five members of the dissertation committee will attend the oral examination meeting. Responsibility for scheduling the meeting rests with the candidate. The candidate, in consultation with committee members, shall arrange a time that is suitable for all parties. Orals meetings are not scheduled during the recess period between semesters. In the event that all timely attempts to

schedule a meeting fail because one member is unavailable (e.g., on sabbatical leave), prior departmental approval to meet is required. The student seeking such approval should submit a written request to the Department Chair after obtaining concurrence from the dissertation Chair and the committee member who cannot be present.

The candidate shall obtain copies of the oral examination approval form and the thesis or dissertation evaluation form from the Graduate Program Office Manager and deliver them to the committee members on the day of the orals. At the recommendation of the committee, a thesis or dissertation may be recognized by the Department as outstanding.

### **Number of Copies**

Once the thesis or dissertation is approved and final revisions cleared by the committee chair, final copies are prepared. Four copies of the complete thesis or dissertation are required: two unbound copies are submitted to the Graduate School for placement in the University library, and two bound copies—one for the committee Chair and one for the departmental thesis and dissertation library (given to the Graduate Program Office Manager). It is the responsibility of the student and the committee Chair to see that a bound copy is placed in the Department library. The two graduate school copies (unbound) must be delivered no later than three weeks prior to graduation. This deadline varies somewhat with each graduation so you should check with the Graduate Program Office Manager or the Graduate School for the exact date.

### **Microfilm of Dissertation**

All dissertations will be microfilmed by the Graduate School. There is a fee of \$68.00 to cover the cost of microfilming and the cost of publication of the abstract of the dissertation (these fees are subject to change). If copyright is desired, an additional fee of \$45.00 is required. See Graduate School Bulletin for information on copyright. The dissertation abstract will be published in the current Dissertation Abstracts International and the dissertation will be cited in American Doctoral Dissertation and Comprehensive Dissertation Index. A copy of the microfilmed dissertation will be placed in the Library of Congress archives. This service assures the student that the dissertation will be available to other researchers at no further personal expense to the student.

## APPENDIX A

Student Evaluation Procedure  
Admission to the Doctoral Program  
Approved 12/15/98

- A. Evaluation for admission to the doctoral program involves a review of the entire graduate record, including performance in courses (i.e., quality of work, accrual of incompletes, & grades), thesis progress and quality, training assignment evaluations, practicum performance (if applicable), and ethical/professional conduct.
- B. Evaluations begin with Program faculty, whose recommendations are forwarded to the full faculty, who make the final decision regarding admission to the doctoral program.
- C. Each student's record will be examined in February of the 2<sup>nd</sup> year of graduate study, at which time one of the following recommendations will be made:
- Admission to the doctoral program contingent on satisfying conditions specified in Section D below,
  - Dismissal from graduate study at the end of the 2<sup>nd</sup> year, or
  - Deferral of the decision regarding doctoral entry until after the end of the 2<sup>nd</sup> year of graduate study
- D. Students who have held a successful thesis prospectus meeting and who have demonstrated satisfactory performance in all other respects (see Section A) typically will be recommended for admission to the doctoral program. This recommendation is contingent on continued satisfactory progress and performance in all respects until the completion of the thesis. Unsatisfactory progress in any of the areas specified in Section A may result in revocation of the recommendation and another review of the student.
- E. Students who have not yet held a successful thesis prospectus meeting or who have demonstrated less than satisfactory performance in some other respect (see Section A) typically will be recommended for either:
- Dismissal from graduate study at the end of the 2<sup>nd</sup> year (end of Summer term), or
  - Deferral of a recommendation on doctoral entry until the end of the 2<sup>nd</sup> year of graduate study.
- F. Deferral will result in a re-examination of the student's record after the 2<sup>nd</sup> year of graduate study, in September of the 3<sup>rd</sup> year. At that time, faculty will recommend either:
- Dismissal of the student from graduate study upon completion of the thesis or at the end of the 3<sup>rd</sup> year (i.e. end of summer term), whichever comes first, or
  - Admission to the doctoral program upon successful completion of the thesis and contingent on satisfactory progress (see Section D above).

## APPENDIX B

Support for Extension of Five-Year Limit  
Approved 12/15/98

The Department will support requests for an extension of the Graduate School's five-year limit from time of Ph.D. candidacy to Ph.D. completion only under the following circumstances:

- if the student has made demonstrable and regular progress on the dissertation,
- if there are legitimate, documented reasons for slower than expected progress (i.e., reasons why the student could not complete the dissertation within the regular time limit), and
- if the student shows evidence of having remained current in the field during the five-year time period since achieving candidacy.<sup>1</sup>

The initial judgment that a student meets these criteria will be made by the student's dissertation chair, who will then present the student's case to the faculty.

The Department faculty must approve all requests to be made of the Graduate School for an extension of the five-year limit.

Graduate Program Directors will ask each ABD student to provide a written annual report of (a) dissertation progress, (b) impediments to progress, and (c) activities demonstrating currency. These reports will become part of the student's file. Failure to provide this report will be noted in the student's file. This record will serve as one source of information about whether a student seeking an extension meets the stated criteria.

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<sup>1</sup> Currency" may be demonstrated by a variety of activities that involve exposure to recent and relevant psychological theory and research (e.g., taking courses or other continuing education activity, conducting research, publishing, conference presentations, & teaching).