CLINICAL PSYCHOLOGY HANDBOOK 2017
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The LSU Clinical Psychology Program is accredited by the American Psychological Association.

The Commission on Accreditation of the American Psychological Association can be reached by phone at (202) 336-5979 or fax at (202) 336-5978 and on the web at http://www.apa.org/ed/accreditation/

Introduction

The Clinical Psychology program at Louisiana State University is one of four graduate programs in the department. The other programs are: Cognitive and Brain Sciences, Industrial, and School. The department and our program encourages collaboration with other programs within the department.

The Clinical Psychology program at Louisiana State University is built upon the foundation of the scientist-practitioner model of training. Students are trained to be both researchers and clinicians. As such a graduate of our training program “is uniquely educated and trained to generate and integrate scientific and professional knowledge, attitudes, and skills so as to further psychological science, the professional practice of psychology, and human welfare” (Belar and Perry, 1992; p.72).

The Clinical Psychology Program espouses a mentorship training model in which students work primarily with a single faculty member throughout their training. However, students often collaborate with other departmental faculty members both with and independent of their mentor. This occurs both in research and clinical training.

The values of the clinical faculty members emphasize respect for mentees and other students and faculty, active promotion of human welfare and social justice, and ethical, professional behavior in all interactions within and outside of training settings.

Introduction to the Handbook

The Clinical Psychology Handbook integrates Graduate School and departmental policies and procedures pertinent to our graduate students. However, the handbook is not a substitute for requirements found in the Graduate Catalog. Students are responsible for adhering to Graduate School and departmental policies that may not be included here. If, after thoroughly familiarizing yourself with the handbook and Graduate School policies, you have questions, contact your advisor (for academic/research matters,) or the department graduate secretary (for forms, deadlines, and protocol). The policies in this handbook take effect for the entering class of the 2017-2018 academic year. If you began the program prior to this year, you may choose between the requirements present when you entered the program or the new requirements. If you have questions regarding which set of guidelines to follow, please see your advisor and/or the Director of Clinical Training.
Training Objectives and Evaluation Tools

1. Our current training goals, associated competencies, and evaluation tools are aligned with one another and are located on our website on the Graduate page, under Guidelines and Forms.

2. The Clinical Program has three overarching training goals:

   **Goal 1:** Program graduates are scientist-practitioners whose work is grounded in contemporary science on the biological, cognitive, affective, social, and developmental basis of behavior, as well as the history of psychology.

   **Goal 2:** Program graduates are competent and ethical researchers who contribute to the scientific knowledge of psychology.

   **Goal 3:** Program graduates are effective, ethical, and culturally-competent clinicians who employ evidence-based practices.

General Rules and Guidelines

1. You are responsible for maintaining frequent communication with the department during your enrollment in the program. It is important to inform the department of your most current and accurate contact information, including email, telephone numbers, and address.
   A. The Graduate Secretary sends out emails throughout the year with reminders of deadlines, rules, and other important information. Emails are sent to your MyLSU account. Therefore, it is imperative that you check your LSU email daily.
   B. If you are unable to receive emails for any reason, contact the graduate secretary immediately.

2. Graduate student mailboxes are located in the Psychology Office (Room 236). Please check your mail on a regular basis as faculty and staff often place things in your mailbox.

3. Travel funds are sometimes available to students who are presenting at conferences. The department accountant can provide rules and forms that must be completed at least 3 weeks prior to the trip.

4. Any graduate student wishing to be appointed as a course instructor must:
   A. Have earned their master’s degree prior to the beginning of the appointment.
   B. Have completed PSYC 7990, Teaching of Psychology, or received written approval for an equivalent course at another university.
   C. Be enrolled in the Teaching of Psychology Practicum, PSYC 7690 when teaching.

5. The Department of Psychology expects the highest ethical and professional behavior from all graduate students at all times. This includes adhering to the LSU Code of Student Conduct (http://students.lsu.edu/saa/students/code) as well as APA’s Ethical Principles of Psychologists and Code of Conduct (this can be found at http://www.apa.org/ethics/). Unethical or improper behavior (on or off campus) may warrant disciplinary action including termination from the program.
Graduate School Information

1. The department is your liaison to the Graduate School. If you have questions or concerns about Graduate School policies and procedures, call or email the graduate secretary. Please do not initiate contact with the Graduate School. All documents submitted to the Graduate School must be forwarded from the graduate secretary. The only exceptions are submission of your final thesis and dissertation.

2. You must be registered for at least three credit hours for fall and spring semesters and maintain a GPA of 3.0 or better (cumulative and semester GPA) to remain “in good standing” with the Graduate School. The first semester your GPA is below 3.0 will result in academic probation. While on academic probation, you are ineligible for funding. If your cumulative and semester GPAs are not 3.0 or better after one semester of academic probation, you will be terminated from the university by the Graduate School.

3. If you are the recipient of an assistantship, you must secure written permission to work additional hours outside of that assistantship. The additional work must be related to your education to merit approval. Your major professor and the Director of Graduate Studies must approve the additional work. After obtaining approval, complete the necessary paperwork provided by the graduate secretary.

Data Collection

1. You may not begin collecting data with human participants until your project has been approved by the IRB committee (Institutional Review Board). This process may take some time depending on the status of your project (e.g., expedited versus full review). Include any instruments and procedures you plan to use. You can download the IRB form and other IRB documents from: http://sites01.lsu.edu/wp/ored/institutional-review-board/irb-researchers/

2. If your participants are college students, you must obtain a number for your study from the subject pool manager once your project is approved. This number is how the department will keep track of your project. You determine how many credit points your study will be worth to a participant based on time of participation. Each ½ hour of participation = 1 credit point.

3. You may list your study on SONA and students will sign up for your experiment through their SONA account.

Social Media Policy

(From the University of Alabama, with Permission)

Most students have a public presence on the internet as well as email signature lines, and voicemail/answering machine messages. However, students should consider the potential impact of this information on their professional image. For example, if the student uses his/her personal telephone or email account for professional purposes, clients, research participants, and potential employers may view the student as less professional than desired. Likewise, information available about you on public media is accessible by clients, internship directors, and employers. Less than professional
portrayals of yourself could be a detriment to you and reflect poorly on LSU. Whenever you associate yourself with Louisiana State University, you are depicting yourself professionally. The detailed guidelines for your presence on social media, email addresses, and telephone messages are seen on the web page under guidelines and forms.

**Grievance Policy and Procedures**

*Adapted from the Auburn University Clinical Psychology Student Handbook*

Given the intensity of the training and the apprenticeship nature of graduate work, students may experience difficulties with procedures, policies, faculty, or fellow graduate students during the course of graduate training. The faculty are committed to making the training process to be as fair as possible, while also maintaining high standards for completion of a Ph.D. degree. The following policies and procedures have been adopted by the department.

If a student has some type of difficulty in the program, the student is encouraged to discuss it initially with their major professor and, if possible, with the person directly responsible. If after such discussion, there is no resolution to the issue or the student thinks that the major professor did not adequately respond to the student's concerns, a discussion with the student's program director (e.g., Director of Clinical Training) or the Director of Graduate Studies is encouraged. The next recourse for discussion of the issue is with the Chair of the Department. Students are encouraged to use any and/or all of these resources to resolve issues, problems, and concerns that they might have. Also, students are encouraged to follow the order described above, since the student's major professor should be the starting point for advice and modeling on how to solve professional problems. If all attempts at an informal resolution fail, the student can utilize the grievance procedures outlined in PS-48.

If all attempts at an informal resolution fail, the student can utilize the grievance procedures outlined in PS-48. Information regarding Student Appeal Procedures can be found at: [https://students.lsu.edu/sites/default/files/resources/files/PS48%2BR04_2.pdf](https://students.lsu.edu/sites/default/files/resources/files/PS48%2BR04_2.pdf)

**Program Requirements**

**Discipline-Specific Knowledge (DSK) Courses**

Satisfactory completion of the DSK courses is required (earn a grade of B- or higher). It is recommended that you take the majority if not all DSK courses during your first two years. However, you must finish the DSK courses by the end of your fourth year or by degree completion whichever comes first. It is important to discuss your schedule with your major professor. **PSYC 4111 and 7117 must be completed within your first two (2) years.** Basic core courses are generally offered once a year.

**DSK Courses**

- Biological Basis of Behavior (PSYC 7034)
- Cognitive Basis of Behavior (PSYC 7030)
- Social Basis of Behavior (PSYC 7040)
History of Psychology (PSYC 4008)
Intermediate Statistics (PSYC 4111)
Methodology and Research Design (PSYC 7117)
Advanced Statistics (PSYC 7111)

You are allowed two attempts to pass a DSK class. Failure to do so results in immediate termination from the program. A student cannot get more than 2 C's and must maintain a GPA above a 3.0 to remain in good standing. Thus, if you wait until year four to take a course, you will get only one opportunity to pass the course.

Profession-Wide Competency (PWC) Courses
You must successfully complete (with a B- or higher) the following courses prior to internship. You have two opportunities to pass the courses.

- Psychological Assessment I (PSYC 7125)
- Psychological Assessment I Practicum (PSYC 7625)
- Psychological Assessment II (PSYC 7925)
- Developmental Disorders and Psychopathology of Children (PSYC 7171)
- Advanced Psychopathology (PSYC 7982)
- Child Behavior Therapy or Adult Behavior Therapy (PSYC 7972/7185)
- Supervision and Consultation (PSYC 7960)
- Professional Considerations in Psychology (PSYC 7999)
- Cultural Diversity in Counseling and Therapy (PSYC 7929)
- Current Problems in Developmental Psychology: Lifespan Development (PSYC 7979)
  OR
  Behavioral Perspective on Lifestyle Development (PSYC 7949)

Course Waivers
Students with a master’s degree may request that a course requirement be waived due to having previously taken the course. The courses that can be waived are the DSK courses, Assessment 1 Practicum (PSYC 7625), and Intermediate Statistics (PSYC 4111).

The following steps are needed to obtain a course waiver. The course must first be approved for waiver by the major professor, then the course instructor, and finally the Director of Clinical Training (DCT).
1. First, the major professor reviews course syllabus and determines whether to recommend the course for waiver.
2. Second, the course instructor determines whether the course content is equivalent to the LSU class. Some of the criteria on which to base this decision appear below:
   a. The syllabus from the previous class covers 80% or more of the content in the LSU class
   b. The readings and course requirements are clearly at a graduate level.
   c. The student earned an A or B in the course.
3. Third, if approved by the major professor and the course instructor, the DCT reviews the syllabus and determines whether the course meets relevant APA-approved training goals and objectives.
4. You may waive up to 12 credit hours.

**Thesis Waiver**

In order for the thesis requirement to be waived, the following steps are to be taken in the below order:

1. Major professor reviews the thesis document to ensure that the quality is equivalent to an LSU thesis.
2. Once approved by the major professor, the thesis is reviewed by the DCT to ensure the document meets relevant APA-approved training goals and objectives.

### Recommended Courses by Year

#### Year 1

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
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<tbody>
<tr>
<td>Intermediate Statistics (PSYC 4111)</td>
<td>Professional Considerations (PSYC 7999)</td>
</tr>
<tr>
<td>Psychological Assessment I (PSYC 7125)</td>
<td>Biological Bases of Behavior (PSYC 7034)</td>
</tr>
<tr>
<td>Clinical Practicum (1 hour; PSYC 7688)</td>
<td>Clinical Practicum (1 hour; PSYC 7689)</td>
</tr>
<tr>
<td>Advanced Psychopathology (PSYC 7982)</td>
<td>Adult Behavior Therapy (PSYC 7185)</td>
</tr>
<tr>
<td>OR</td>
<td>OR</td>
</tr>
<tr>
<td>Dev. Disorder in Children (PYC 7171)</td>
<td>Child Behavior Therapy (PSYC 7972)</td>
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#### Year 2

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<tr>
<th>Fall</th>
<th>Spring</th>
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<tbody>
<tr>
<td>Research Methods (PSYC 7117)</td>
<td>Advanced Statistics* (PSYC 7111)</td>
</tr>
<tr>
<td>Assessment I practicum (PSYC 7625)</td>
<td>Assessment II* (PSYC 7925)</td>
</tr>
<tr>
<td>Social Bases of Behavior (PSYC 7040)</td>
<td>Cognitive Bases of Behavior (PSYC 7030)</td>
</tr>
<tr>
<td>Clinical Practicum (3 hours; PSYC 7688)</td>
<td>Clinical Practicum (3 hours; PSYC 7689)</td>
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<tr>
<td>Thesis hours (PSYC 8000)</td>
<td>Thesis hours (PSYC 8000)</td>
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#### Year 3
<table>
<thead>
<tr>
<th><strong>Fall</strong></th>
<th><strong>Spring</strong></th>
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<tbody>
<tr>
<td>Cultural Diversity (PSYC 7929)</td>
<td>Consultation and Supervision (PSYC 7960)*</td>
</tr>
<tr>
<td>Thesis Hours (PSYC 8000)</td>
<td>Teaching of Psychology (PSYC 7990)**</td>
</tr>
<tr>
<td>Clinical Practicum (3 hours; PSYC 7688)</td>
<td>Research Hours (PSYC 8989)</td>
</tr>
<tr>
<td>History (PSYC 4008)</td>
<td>Clinical Practicum (3 hours; PSYC 7689)</td>
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<tr>
<td><strong>OR</strong></td>
<td>Behavioral Perspective of Development (PSYC 7949)</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td>Lifespan Development (PSYC 7979)</td>
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*Offered every other year.
**Optional course for those interested in gaining teaching experience.

### Year 4

<table>
<thead>
<tr>
<th><strong>Fall</strong></th>
<th><strong>Spring</strong></th>
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<tbody>
<tr>
<td>PSYC 8989 research hours</td>
<td>Dissertation hours (PSYC 9000)</td>
</tr>
<tr>
<td>Clinical Practicum (3 hours; PSYC 7688)</td>
<td>Clinical Practicum (3 hours; PSYC 7689)</td>
</tr>
<tr>
<td>Advanced Psychopathology (PSYC 7982)</td>
<td>Child Behavior Therapy (PSYC 7972)</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td><strong>OR</strong></td>
</tr>
<tr>
<td>Dev. Disorder in Children (PYC 7171) (Optional)</td>
<td>Adult Behavior Therapy (PSYC 7185) (Optional)</td>
</tr>
</tbody>
</table>

### Program Checklist
(For students entering with a Bachelor’s degree)

**Year 1**
- Begin taking DSK and PWC courses
- Schedule one practicum hour each semester
- Begin working on Master’s Thesis

**Year 2**
- Continue taking DSK and PWC courses
- Schedule three practicum hours each semester.
- Choose a minor area of study and a minor professor (if applicable).
- Hold a master’s thesis prospectus meeting by the 10th day of the fourth semester.

**Year 3**
- Continue taking DSK and PWC courses
- Schedule three practicum hours each semester.
- Complete minor courses and project (minor must be completed before taking the General Exam)

**Year 4**
- Complete DSK and PWC courses
- Schedule three practicum hours each semester
- Complete the General Examination before November 1 prior to leaving for internship.
Apply for internship

Year 5:
- One year of an APA or CPA approved clinical internship
- Defend dissertation (this may also be done in year 4)
- GRADUATE!

**Program Checklist**
(For students entering with a Master’s degree)

Year 1:
- Begin taking DSK and PWC courses
- Schedule practicum hours each semester (1-3 depending on prior experience)

Year 2:
- Continue taking DSK and PWC courses.
- Schedule practicum hours each semester.
- Choose a minor area of study and a minor professor (if applicable)
- Students must complete one year of practicum with a Clinical or School Psychology faculty member who is not the student’s major professor during their 2nd, 3rd, or 4th year

Year 3:
- Continue taking DSK and PWC courses.
- Schedule three practicum hours each semester.
- Complete minor courses and project (minor must be completed before taking the General Exam)

Year 4:
- Complete DSK and PWC courses.
- Schedule practicum hours each semester.
- Apply for internship

Year 5:
- One year of an APA or CPA approved clinical internship
- Defend dissertation (this may also be done in year 4)
- GRADUATE!

**NOTE:** Students must defend their dissertation within seven years of beginning the program. Extensions to this deadline are allowed only for students with very extreme circumstances such as a very serious illness. The student’s graduate advising committee, the Director of Clinical Training, and the Director of Graduate Studies must support the petition for an extension, but final approval rests with the Graduate School.

**Thesis/Master’s Degree**
To obtain the master's degree, you must fulfill the Graduate School requirements including writing a thesis and passing a comprehensive final examination.

Proposal Deadlines
1. Consult with your major professor regarding your committee members and submit the names to the graduate secretary at least three weeks prior to the proposal meeting and no later than the 10th class day of your 3rd semester.
2. Two weeks prior to your proposal meeting, provide your committee members a copy of your proposal. This may be a hard copy or email copy based on the members’ preferences.

Defense Deadlines
1. You must successfully defend your thesis by the day prior to commencement of your 5th semester.
2. You must apply to the Graduate School for your defense meeting via the graduate secretary at least three weeks prior to your meeting. The form for doing so is entitled Request for Master’s Examination & Degree Audit. The form is located on the departmental website under “Graduate School Forms.” After approving your defense date, the Graduate School will send the required score cards to the graduate secretary.
3. Other deadlines may apply if you plan on graduating the semester you defend. See the Graduate School calendar for those dates.
4. Two weeks prior to your defense, give your committee members a bound or emailed copy of your thesis based on member preference.

Failure to Meet Deadlines
Failure to comply with these guidelines and deadlines will result in loss of financial support for at least one semester. In addition, you may be terminated from the doctoral program at the program area faculty’s discretion.

Registration
You must register for thesis hours (PSYC 8000) any semester you are working on the project. This would include the semester you propose and the semester you defend, as well as the semester you submit your thesis if different from the semester you defend. Nine thesis hours in total are required.

Committee Members
1. Your committee must have at least three members with your major professor chairing the committee. At least two members must be from your specialty area.
2. Any changes to the committee must be approved by your committee chair and reported to the graduate secretary, in writing, immediately. All committees are subject to approval by the department chair.

General Information
1. All paperwork is obtained from the graduate secretary and given to your committee chair.

2. You must find an agreeable time and date for you and your committee members. You and your committee members are to schedule proposal and defense meetings for a minimum of 90 minutes. Once this has been done, inform the graduate secretary of the date and time via email. If needed, she will assist you with booking a room.

3. Your thesis must be submitted to the Graduate School in the required format. The format guidelines are located at: http://sites01.lsu.edu/wp/graduateschool/current-students/forms/. To avoid revisions, pay close attention to the required format. You cannot hand in your final thesis to the Graduate School editor until the semester you graduate.

Degree Audit

The degree audit represents your individualized degree program and lists the classes you have taken or intend to take. The degree audit is your contract with the department regarding your course requirements for the doctoral degree. The degree audit is a part of the Request for Master’s Examination & Degree Audit and the Request for Doctoral Examination and Degree Audit (general exam defense).

Your Degree Audit must be approved by your Advisory Committee and the department chair prior to submission to the Graduate School. This committee consists of at least three members: your major professor, and two other psychology professors or one professor pertinent to your research area. At least two members of your committee must be from your specialty area and at least one member (thesis) or two members (General Exam and dissertation) must be a full member of the Graduate Faculty.

General Exam

The general exam consists of two components: a written literature review and an oral defense.

Written Examination

The written portion of the general examination is an integrative literature review that makes an important theoretical contribution to psychological research and/or provides clear directions for future empirical studies that will make an important contribution to research. The written document must be approved by the student’s major professor before it is disseminated to the general examination committee. The final version of the written review paper should be submitted to the examining committee at least two weeks prior to the oral examination.

Oral Examination

The oral examination will involve the general examination committee (including the Dean's Representative) who will have a vote. The student must demonstrate independent mastery of the research included in the written document during the oral examination.

Criteria for Passing
To pass the general examination, the student must demonstrate an ability to synthesize an area of psychological research in a way that makes an important theoretical contribution and/or that provides clear directions for future, empirical studies that will make an important contribution to research. All votes of the examining committee must be recorded and signed on the signature pages provided by the Graduate School. Your committee chair will give them to the graduate secretary who will forward them to the Graduate School.

If a student fails the general examination, the committee will attach a memorandum to the signature page specifying whether the student will be allowed to retake the exam, required revisions, and any time constraints. Further, the committee will determine the appropriate steps to be followed by the student with regard to continuing in the Ph.D. program. A written report of these steps should be completed with copies given to the committee members, the student, and filed in the student’s folder in the Psychology Department’s graduate secretary’s office.

General Information:
1. After setting your defense date, you are required to complete the Request for Doctoral Examination and Degree Audit. The form is located on the department website under Graduate School Forms.
2. The meeting should be scheduled for a minimum of two hours.
3. Once this has been done, you will need to find a room to hold your meeting. Rooms in Audubon are listed in a calendar in the main office.
4. If a second attempt is needed to complete the General Exam, a minimum of one semester must pass between attempts and the maximum time between attempts is 12 months. An unsuccessful second attempt of the General Exam will result in an immediate dismissal from the program.
5. You are to accommodate your Dean’s Representative as well as the remaining members of your committee when scheduling the General Exam. The Dean’s Representative’s attendance is optional (up to the member) at the proposal meeting but required during the general exam defense.

Dissertation
To obtain the doctorate degree, you must fulfill the Graduate School requirements, including writing a dissertation and passing a comprehensive final examination.

Proposal Deadlines
1. Your committee consists of the same members as your General Exam. At least two weeks before the exam, the student must provide the committee members with a hard or electronic copy based on the members’ preferences.

Dissertation Defense
1. You must apply to the Graduate School for your defense meeting via the graduate secretary at least three weeks prior to your meeting or by Graduate School deadlines if graduating the same semester. The form for doing so is entitled, Request for Final Doctoral Examination and is located on the departmental website under “Graduate School Forms.”
2. After approving your defense date the Graduate School will send the required paperwork to the graduate secretary. Your committee chair will return all paperwork to the graduate secretary after your defense meeting.

3. Two weeks prior to your defense, give your committee members a bound or electronic copy of your dissertation based on member preference.

4. You must successfully defend your dissertation within the 7-year time limit.

Registration
1. You must register for dissertation hours (PSYC 9000) any semester you are working on the project. This would include the semester you propose and the semester you defend, as well as the semester you submit your document. Students must register for at least 12 dissertation hours to graduate.

General Information
1. All paperwork is obtained from the graduate secretary and given to your committee chair.
2. You must find an agreeable time and date for you and your committee members. You and your committee members are to schedule proposal and defense meetings for a minimum of 90 minutes. Once this has been done, inform the graduate secretary of the date, time, and location via email. Personnel in the main office can assist you in scheduling a room in Audubon.
3. Your dissertation must be submitted to the Graduate School in the required format. The format guidelines are located at: http://sites01.lsu.edu/wp/graduateschool/current-students/forms/. To avoid revisions, pay close attention to the required format. You cannot hand in your final dissertation to the Graduate School editor until the semester you graduate.

Internship
APA/CPA approved internships are required for all Clinical students.

Timeline
Students generally go on internship their 5th year in the program. You must have passed your General Exam no later than November 1 before applying for your summer or fall internship.

Registration Rules
1. Internships are to last 11-12 months. You must have a total of 15 internship credit hours for a completed internship. You would typically register for six internship hours and two dissertation hours during the fall and spring semesters and for three internship hours and two dissertation hours during the summer semester.
2. The Graduate School will waive tuition (up to eight credit hours in the regular semester and five in the Summer) while you are on internship. If you are receiving student loans, it is your responsibility to find out what the financial institution’s requirements are for registration. Your financial institution may require you to register full time.
General Information
1. Inform the Director of Clinical Training and the graduate secretary that you have applied for internship. When accepted, provide a copy of your acceptance letter to the graduate secretary as soon as possible. If your internship is completed by July 31st and all other qualifications are met, you may graduate in the summer semester. If your internship is not completed by July 31st, you are not eligible to graduate until the fall semester.

Dissertation Defense

Timelines
1. You cannot defend your dissertation for three calendar months after passing your General Exam.
2. You must apply to the Graduate School to schedule your defense meeting via the graduate secretary at least three weeks prior to your meeting or by Graduate School deadlines. The Request for Doctoral General or Final Examination form can be found on the departmental website under Graduate School Forms.
3. Upon approval the Graduate School will send the required signature pages and forms to the Graduate Secretary for your meeting.
4. Other deadlines may apply if you plan on graduating the semester you defend. See the Graduate School calendar for those dates.
5. Two weeks prior to your proposal meeting, provide your committee members a bound or electronic copy of your proposal based on member preference.
6. You must register for dissertation hours (PSYC 9000) any semester you are working on the project. This would include the semester you defend. Although you do not have to be registered for dissertation hours the semester you meet with the Graduate School editor, you do have to be registered for a minimum of one dissertation credit hour with the university in order to submit your document. (If you are registered as “degree only” you are not eligible to meet with the editor.) You must have a minimum total of 12 dissertation credit hours to defend your dissertation.

Committee
Your committee should not change from your proposal to your defense except under extraordinary circumstances and with the approval of the committee chair and the chair of the department. Any changes to the committee for any reason must be reported to the Graduate Secretary, in writing, immediately. The Dean’s Representative must attend the defense meeting.

General Information
1. You cannot hand in your final dissertation to the Graduate School editor until the semester you graduate.
2. Your dissertation must be submitted to the Graduate School in the required format which can be obtained from the Graduate School office in 114 David Boyd. The information is also available on the graduate school web page. To access the information requires a log in password provided by the graduate school;
3. You and your committee members are to schedule the proposal and defense meetings for a minimum of two hours.

4. Only one dissenting vote is allowed for a student to successfully pass the dissertation. In the event the defense exam is failed, you will be dismissed from the program. Only at the discretion of the student’s committee may a single, additional attempt be made.

5. If the second attempt is approved:
   - A minimum of one semester must pass between attempts.
   - The committee will give explicit feedback at the original defense meeting about where the document and oral presentation are lacking. This feedback should be quite detailed, as it will be the student’s guide to revision.
   - The committee will sign the paperwork as a failed exam and the paperwork will be submitted to the Graduate School.
   - A letter will be issued to the student signed by the entire committee stipulating the paperwork will be submitted to the Graduate School and the conditions for the second attempt (including a timeline).
   - The student is to sign this letter and the letter will be placed in the student’s file.

**Application for Degree**

1. At the beginning of the semester in which you defend your thesis or dissertation, you should obtain the materials for candidates for MA or Ph.D. degree from the Graduate School. These materials contain instructions and forms necessary to meet graduation requirements. It will include your “Application for Degree,” application for your final exam, and a Graduate School calendar as well as additional information.

2. Check the calendar for the various deadlines for all necessary paperwork. You should obtain this information from the Graduate School prior to the semester you intend to graduate.

3. If you choose to participate in the commencement ceremonies, please contact the LSU Bookstore (225-578-7412) to order your regalia.

**Graduation Time Limits**

1. Optimally, students will complete their Ph.D. degree in five years, counting the internship requirement. The maximum time allowed from entrance to the completion of the Ph.D. is seven years. A student must have special permission from their committee, the Director of Clinical Training, the Director of Graduate Studies, and the Dean of the Graduate School to exceed this time limit. (This permission is not routinely given, and must involve exceptional circumstances.)

2. The Graduate School no longer formally recognizes leave of absence. Failure to complete the Ph.D. program within the seven-year period will result in termination from the program.

3. The Graduate School requires students to graduate within one semester of completing their defense and internship (if applicable). Example: If you defend your dissertation and complete your internship in the Spring 2016, you must receive your degree either Spring 2016 or the following Fall 2016. If you defend
your dissertation in Fall 2015, and complete your internship in the Summer 2016, you receive your degree in either the Summer 2016 or the Fall 2016.

4. If this deadline is missed, the student will be required to re-defend in order to graduate.

5. Students who are dismissed from the doctoral program, but are granted permission to attempt to complete the master’s degree, are granted permission to remain for one additional year only. They must leave after this year even if the thesis or degree is not complete.

**Retention in the Program**

Compliance with the following will aid students with remaining in good standing with the program.

- Maintain semester and cumulative grade point average of 3.0 or better.
- Complete core courses with a grade of “B-” or better within the first four years in the program.
- Successfully propose thesis preferably in the 3rd semester and no later than the 10th class day of the 4th semester.
- Successfully defend thesis no later than the last day of final exams of the 5th semester in the program.
- Successfully complete the general exam with no more than two attempts.
- Successfully complete internship (if applicable) within seven years of entering the program.
- Successfully defend dissertation within seven years of entering the program.

**Final Note:** This document was created to help you understand the guidelines required by the Graduate School and the department. Read it carefully. You should not expect faculty or staff to spend time explaining what is in this document. However, it is unrealistic to think that one such document can be all-inclusive. Questions always come up and when they do, please do not hesitate to contact your advisor (for academic/research matters etc.) or the graduate secretary (forms, deadlines, etc.). It is our job to help you.

**Dr. Kelley encourages students needing her assistance to contact her.**