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Introduction
The LSU Clinical Psychology Program is accredited by the American Psychological Association.1

The Clinical Psychology Handbook details and 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 Bulletin. 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).

Failure to adhere to policies and procedures may result in a delay in your matriculation, loss of funding, and/or termination from the program.

Training Objectives and Evaluation Tools
1. The clinical faculty has revised the training goals, objectives, competencies, and minimal levels of achievement to reflect our practices and to be in compliance with APA’s training requirements. Our training goals and associated competencies as well as evaluation tools are located at: http://www.lsu.edu/psychology/specialty_clinical.html.
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.
3. The manner in which students are evaluated regarding practicum performance and yearly evaluation have been modified to correspond with our training objectives. These forms are located at: http://www.lsu.edu/psychology/forms.html.

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.
   • When problems arise, the faster we get in contact with you, the faster the problem can be resolved.
   • 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 to receive these emails.

• Occasionally, policies or procedures are revised. You will be notified of these revisions via email.
• 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 leave things in your mailbox and mailboxes often become full as they are shared with other students.

3. This handbook document, along with links to the Graduate School website are at http://www.lsu.edu/psychology/forms.html.

4. Faculty members are not always available for meetings during the summer (e.g., thesis, dissertation, general exam) so plan accordingly.

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

6. If you have earned a master’s degree in Psychology from another university, you may submit your thesis to the department for possible acceptance of the department’s master’s thesis requirement. Contact the Director of Clinical Training, Dr. Mary Lou Kelley, and provide her with a copy of your thesis. Once the Director of Clinical Training, in consultation with your major professor, has reviewed the document, you will be informed of the decision.

7. Any student with grievances is encouraged to follow the procedures detailed in our Grievance Policies and Procedures (p. 16). This policy is a supplement to LSU Policy Statement 48. PS-48 can be found at:
http://students.lsu.edu/deanofstudents/students/complaints-appeals?destination=node/131

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

9. 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 (this can be found at www.lsu.edu/deanofstudents) as well as the 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 by the department and/or the university, 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 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.

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.

**Basic Core Courses**

1. Satisfactory completion of the basic core courses is required (A or B grade). It is recommended that you take the majority if not all core courses during your first two years. However, you must finish the basic core course 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.

2. If you have a particularly strong background in one or more of the core areas, you may take the final exam in the class. You will have satisfied the core requirement if you earn a grade of “A” or “B” on the final exam. As evidence of satisfying this requirement you must secure a letter from the course instructor giving your exam grade for inclusion in your file.

**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)**

* Students who earned a passing grade in a course(s) equivalent to PSYC 4111, may request PYSC 4111 for course credit from the instructor.

You are allowed two attempts to pass the basic core classes. Failure to do so results in immediate termination from the program. However, you may have only one failure in all required basic and clinical core courses in order to continue in the program. **Thus, if you wait until year four to take a course, you will get only one opportunity to pass the course.**

**Clinical Core Courses**

1. You must successfully complete (with a grade of A or B) the following courses prior to internship.

2. You are allowed **two** attempts to earn a passing grade in the clinical core courses. Failure to do so results in immediate termination from the program. However, you may have only **one** failure in all required courses (basic and clinical core) in order to continue in the program.
Clinical Core Courses

- Psychological Assessment I (7125)
- Psychological Assessment I Practicum (7625)
- Psychological Assessment II (7925)
- Psychological Assessment II Practicum (7689)
- Developmental Disorders and Psychopathology of Children (7171)
- Advanced Psychopathology (7982)
- Child Behavior Therapy/Adult Behavior Therapy (depending on your track) (7972/7185)
- Supervision and Consultation (7960)
- Professional Considerations in Psychology (7999)
- Cultural Diversity in Counseling and Therapy (7929)
- Current Problems in Developmental Psychology: Lifespan Development (PSYC 7979)
- Behavioral Perspective on Lifestyle Development (7949)

<table>
<thead>
<tr>
<th>Recommend Courses by Year (incoming class Fall 2015)</th>
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<tbody>
<tr>
<td><strong>Year 1</strong></td>
</tr>
<tr>
<td><strong>Fall</strong></td>
</tr>
<tr>
<td>Intermediate Statistics (PSYC 4111)</td>
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<tr>
<td>Psychological Assessment I (PSYC 7125)</td>
</tr>
<tr>
<td>Clinical Practicum (1 hour; PSYC 7688)</td>
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<tr>
<td>Advanced Psychopathology (PSYC 7982)</td>
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<tr>
<td><strong>OR</strong></td>
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<tr>
<td>Dev. Disorder in Children (PYC 7171)</td>
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<tr>
<td><strong>Spring</strong></td>
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<tr>
<td>Professional Considerations (PSYC 7999)</td>
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<tr>
<td>Biological Bases of Behavior PSYC 7034</td>
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<tr>
<td>Clinical Practicum (1 hour; PSYC 7689)</td>
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<tr>
<td>Adult Behavior Therapy (PSYC 7185)</td>
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<td><strong>OR</strong></td>
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<tr>
<td>Child Behavior Therapy (7972)</td>
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<tr>
<td><strong>Summer:</strong> History of Psychology (PSYC 4008)</td>
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<tr>
<td>Clinical Practicum</td>
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<tr>
<td><strong>Year 2</strong></td>
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<tr>
<td><strong>Fall</strong></td>
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<tr>
<td>Research Methods (PSYC 7117)</td>
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<tr>
<td>Assessment I practicum (PSYC 7625)</td>
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<td>Social Bases of Behavior (PSYC 7040)</td>
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<tr>
<td>Clinical Practicum (3 hours; PSYC 7688)</td>
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<td>Thesis hours (PSYC 8000)</td>
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<tr>
<td><strong>Spring</strong></td>
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<tr>
<td>Advanced Statistics (PSYC 7111)</td>
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<tr>
<td>Assessment II* (PSYC 7925)</td>
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<tr>
<td>Cognitive Bases of Behavior (PSYC 7030)</td>
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<tr>
<td>Clinical Practicum (3 hours; PSYC 7689)</td>
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<tr>
<td>Thesis hours (PSYC 8000)</td>
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<tr>
<td>*Offered every other year</td>
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<tr>
<td><strong>Summer:</strong> Clinical Practicum</td>
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<tr>
<td>Year 3</td>
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<tr>
<td><strong>Fall</strong></td>
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<tr>
<td>Cultural Diversity (PSYC 7929)</td>
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<tr>
<td>Thesis Hours (PSYC 8000)</td>
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<tr>
<td>Clinical Practicum (3 hours; PSYC 7688)</td>
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OR

Lifespan Development (PSYC 7949)

*Taught every other year.

**Summer:** Clinical Practicum

<table>
<thead>
<tr>
<th>Year 4</th>
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<tbody>
<tr>
<td><strong>Fall</strong></td>
</tr>
<tr>
<td>PSYC 8989 research hours</td>
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<tr>
<td>Clinical Practicum (3 hours; PSYC 7688)</td>
</tr>
<tr>
<td>Advanced Psychopathology (PSYC 7982)</td>
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</tbody>
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OR

Dev. Disorder in Children (PYC 7171) (Optional)

**Year 5:** Internship PSYC 7997

**Clinical Psychology Checklist**

(For students entering with a Bachelor’s degree)

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

**Year 2**
- Continue taking qualifying and clinical core 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 10\textsuperscript{th} day of the fourth semester.

**Year 3**
- Continue taking qualifying and clinical core courses
- Schedule three practicum hours each semester.
- Complete minor courses and project (minor must be completed before taking the General Exam)
Students must complete one year of practicum with a clinical or school psychology faculty member other than their major professor during their 2nd, 3rd, or 4th year.

Defend master’s thesis prior to commencement, at the end of the fifth semester.

Identify and obtain approval from your major professor for a general exam case.

Year 4
- Complete basic and clinical core courses
- Schedule practicum hours each semester
- Complete the General Examination before November 1 prior to leaving for internship.
- Propose Dissertation after completing General Exam
- 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!

Clinical Psychology Checklist
(For students entering with a Master’s degree)

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

Year 2:
- Continue taking qualifying and clinical core 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 qualifying and clinical core courses
- Schedule three practicum hours each semester.
- Complete minor courses and project (minor must be completed before taking the General Exam)
- Find a general exam case and obtain approval from your major professor

Year 4:
- Complete taking qualifying core courses
- Complete clinical core courses
- Schedule practicum hours each semester.
- Complete the General Examination before November 1 prior to leaving for internship
- Propose Dissertation (note: you must pass your General Exam prior to proposing your dissertation)
- 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 secretariat 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 maybe a hard copy or email copy based on the members’ preferences.

Thesis 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 located on the departmental website (www.lsu.edu/psychology) 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
1. 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
1. 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.

Committee Members
1. Your committee must have at least three members with your major professor chairing the committee. Two members must be from your specialty area and one member must be a full member of the Graduate Faculty. The third member should be from another departmental 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.

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/](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.

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://gradlsu.gs.lsu.edu/Electronic%20Theses%20and%20Dissertations/ETD%20Homepage/item14923.html](http://gradlsu.gs.lsu.edu/Electronic%20Theses%20and%20Dissertations/ETD%20Homepage/item14923.html). 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
1. 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 should be attached to your, “Request for General Exam”.

2. 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 must be a full member of the Graduate Faculty.

3. The Degree Audit and Change of Degree Audit forms can be downloaded from the departmental website ([www.lsu.edu/psychology](http://www.lsu.edu/psychology)) under “Graduate School Forms.”
Clinical Psychology Handbook

General Exam

The General Exam is a comprehensive examination required of every doctoral student. The exam is written and oral. The Graduate School requires the General Examination as the primary method for graduate students demonstrate proficiency in their area of study.

Requirements and Deadlines

1. Students must complete all and 5 of 9 clinical core courses prior to the General Exam. At least three clinical core courses must be successfully completed from the following list and students should be enrolled in two of the following: Professional Considerations (7999), Assessment (7925), Cultural Diversity (7929), Psychopathology (7982 or 7171 depending on track), and Child or Adult Behavior Therapy (7185 or 7972).

2. Obtain the signature of your major professor on the “Clinical General Exam Approval” form, available from the graduate secretary prior to scheduling your exam. Attach your Degree Audit to your Request for General Exam.
   a. You must apply to the Graduate School for your oral exam (form: Request for Doctoral General or Final Examination) at least 3 weeks prior to the meeting. This form can be found on the departmental website (www.lsu.edu/psychology) under “Graduate School Forms.” After approving your defense meeting, the Graduate School will send the required score sheets to the Graduate Secretary for your meeting.
   b. Two weeks before your meeting, a copy of your general exam case report should go to each committee member.

3. You must pass the General Exam by November 1 to be eligible for internship the following summer or fall.

4. You must successfully pass your General Exam prior to your dissertation proposal meeting. You cannot defend your dissertation until a year after passing your General Examination.

5. Committee: Your committee consists of at least four members: your major professor, your minor professor (if applicable) or one non-clinical professor, and one other clinical professor. At least one committee member must be from your specialty area and at least one member must be a full member of the Graduate Faculty. The Graduate School will appoint your 4th member, your Dean’s Representative, for your defense meeting (the Graduate School will make sure this person is available for the date and time of your meeting/exam). This person is also assigned to your future dissertation committee. Any changes to the committee for any reason must be approved by your committee chair and are to be reported to the Graduate Secretary, in writing, immediately. All committees are subject to approval by the department chair.

General Exam Case Report

1. All general exam cases must be pre-approved by your major professor and the case supervisor. That is, when you find a case you wish to use, you must inform your case supervisor and your major professor about the case characteristics and the site from which it was referred. If approved, your major professor will then sign a form indicating your case has been approved as well as list the committee members that s/he appoints. At that time, you should write a brief letter to your committee members informing them that they have been chosen by your major professor and asking if they have any objections to being part of this exam process.
2. The student preparing for the General Exam is to complete all work independently including case history, assessment, evaluation and treatment plan. After completing the assessment that case is transferred to another student for feedback and treatment. The student should not consult with anyone about the case.

3. The length of the General Exam should be no more than 25 pages. This includes the literature review (paper) and the report but not the references. The student decides how many pages to dedicate to the literature review and report. Appendices may be attached which contain test data, etc. The report must be double-spaced.

4. Because the General Exam is such a detailed process, it is advised that you read the Guidelines for the General Examination in Clinical Psychology.

General Information:
1. You and your committee members are to schedule this meeting for a minimum of two hours.
2. Once this has been done, inform the Graduate Secretary of the date and time of your meeting. If needed, she will help you with booking a room.
3. Only one dissenting vote is allowed for a student to successfully pass the General Exam regardless of the number of committee members. 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.

Internship

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

Timeline
1. 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.
Doctoral Degree
Dissertation Proposal

Deadlines/Timeline
1. You are to consult with your major professor in regards to forming your dissertation committee and report the names to the Graduate Secretary, in writing, at least 3 weeks prior to the exam and no later than the 10th class day of the semester you intend to attempt the exam.

2. You cannot propose your dissertation until you have successfully completed your General Examination.

3. You cannot defend your dissertation for 1 year after passing your General Exam.

4. Two weeks prior to your proposal meeting, give your committee members a bound copy of your proposal.

5. Most students generally propose in their 4th year.

Registration Rules
1. You must register for dissertation hours (PSYC 9000) any semester you are working on the project. This includes the semester you propose and the semester you defend.

Committee
1. Your committee must have at least four members. Your committee chair is your major professor. Your previously appointed Dean’s Representative, minor professor (if applicable) and one (two if no minor professor) other member should be professors from the Psychology department or a department pertinent to the project. At least two members of your committee must be from your specialty area and at least one member must be a full member of the Graduate Faculty.

2. As a departmental rule and as a courtesy, you are to invite the Dean’s Representative to your proposal meeting. You are to accommodate him/her as well as the remaining members of your committee when scheduling the proposal. Any changes to the committee for any reason must be approved by your committee chair and are to be reported to the Graduate Secretary, in writing, immediately. All committees are subject to approval by the department chair.

Data Collection
4. 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/

5. 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.

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

General Information
1. You will need to see the Graduate Secretary for the necessary paperwork for your proposal.
2. You will need to find an agreeable time and date for you and your committee members. Once this has been done, inform the Graduate Secretary of the date and time of your meeting. If needed, she will help you with booking a room.

3. Only one dissenting vote is allowed for a student to successfully pass the dissertation proposal regardless of the number of committee members.

4. You and your committee members are to schedule the proposal and defense meetings for a minimum of 2 hours.

**Dissertation Defense**

**Timelines**

1. You cannot defend your dissertation for one year 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. The Request for Doctoral General or Final Examination form can be found on the departmental website (www.lsu.edu/psychology) under Graduate School Forms.” Upon approval the Graduate School will send the required score cards and forms to the Graduate Secretary for your meeting.

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 proposal meeting, provide your committee members a bound or emailed copy of your proposal based on member preference.

5. 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 credit hour with the university. (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**

1. 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 Hall or at http://gradlsu.gs.lsu.edu/Electronic%20Theses%20and%20Dissertations/ETD%20Homepage/item14923.html.

3. You will need to find an agreeable time and date for you and your committee members. Once this has been done, inform the graduate secretary of the date and time of your meeting. If needed, she will help you with booking a room.

4. You and your committee members are to schedule the proposal and defense meetings for a minimum of two hours.
5. 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.

6. 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 scorecards as a failed exam and the cards will be submitted to the Graduate School.
   - A letter will be issued to the student signed by the entire committee stipulating the cards 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 XXX (fill in the appropriate degree – MA or Ph.D.) degree” from the Graduate School. These materials contain instructions and forms necessary to meet requirements for graduation. It will include your “Application for Degree,” an application for your final exam, a Graduate School calendar as well as additional information/forms.

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 or at the very beginning of the semester in which 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 1 semester of completing their defense and internship (if applicable). Example: If you defend your dissertation and complete your internship in the Spring 2011, you must receive your degree either spring 2011 or the following Fall 2011. If you defend your dissertation in Fall 2010, and complete your internship in the Summer 2011, you must receive your degree in either the Summer 2011 or the Fall 2011.

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.

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:

http://students.lsu.edu/deanofstudents/students/complaints-appeals?destination=node/131

**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. Information regarding Student Appeal Procedures can be found at:

http://students.lsu.edu/deanofstudents/students/complaints-appeals?destination=node/131
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.