

Cognitive &
Developmental
Psychology



Graduate Student
Handbook

2008

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Introduction:

The following contains information regarding policies and procedures for Cognitive and Developmental (C & D) psychology graduate students. This document was created with the goal of integrating both Graduate School and departmental rules and procedures specifically related to the C & D psychology training program. However, it is not intended to be a substitute for the Graduate Bulletin and students are encouraged to read the “General Graduate School Regulations” as well as the “Requirements for Advanced Degrees” sections of the Graduate Bulletin. Students are responsible for knowing and following Graduate School policies and departmental requirements. If you still have questions after consulting this document, please contact your advisor (for academic/research matters etc) or the Graduate Secretary (for forms, deadlines, etc).

Failure to follow procedures may result in delay of your progress, result in a loss of funding and/or possible termination from the program.

General Rules and Guidelines:

- 1) You are responsible for maintaining frequent communication with the department during your enrollment in the Ph.D. program. It is also your responsibility to inform the department of your most current and accurate contact information, including email, telephone numbers and address.
 - Remember when problems arise, the faster we are able to find you, the faster the problem can be resolved. Expediting contact with you can be very important with time sensitive issues.
 - Please provide a working email address. Full mailboxes and/or closed email accounts do not allow you to receive the necessary information. The Graduate Secretary sends out numerous emails throughout the year with notices of new information and/or reminders of deadlines, rules and other important information to students.
 - Occasionally, new rules are implemented during or between semesters that will not be found in the books you have received. You will be informed of any changes via email.
 - If you are not able to receive email for any reason, contact the Graduate Secretary immediately so that other arrangements can be made.
 - There are mailboxes for the graduate students in the Psychology Office (Room 236). Staff and faculty members will frequently place mail in them for you. The mailboxes are organized by last name. (All students with a last name beginning with “A” will find their mail in the box marked “A” etc.) Please be courteous to the other students and check your mail on a regular basis. No one wants to constantly sort through your mail to get his or her own.

- 2) If you have questions about the rules or what step to take next, read the information you have been given. After reading it, if you are still unsure, contact your advisor (for academic/research matters etc) or the Graduate Secretary (for forms, deadlines, etc). This handbook and the Graduate Bulletin, along with links to the Graduate School website and Graduate School forms are also available on the Psychology Departmental website at www.lsu.edu/psychology.

- 3) Your professors are not always available during the Summer semesters. It is possible that you will not be able to hold a meeting (proposals, defenses, exams, etc) during the Summer semesters so plan accordingly.
- 4) The terms “successfully propose,” “successfully defend” or “successfully pass” an exam mean that you have your necessary paperwork (forms differ for each exam) signed as passed by your committee.
- 5) If you would like to apply for travel funds for a conference/meeting, you may qualify for travel reimbursement. It is your responsibility to apply at least 3 weeks prior to the trip and to turn in all completed paperwork in a timely manner. Please see the departmental accountant (Susan) for rules and forms.
- 6) You are not allowed to attempt proposals and defenses (thesis proposal, thesis defense, dissertation proposal, and dissertation defense) during the same semester. If approved by your advisor, you may schedule the general exam and the dissertation proposal during the same semester. You cannot propose or defend between semesters. A semester begins on the first day of orientation. The day prior to graduation is the final day of the semester for these major exams.
- 7) 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. Please bring a copy of your thesis to the Graduate Secretary. Once the proper faculty members have reviewed the document, you will be informed of their decision.
- 8) Any student with grievances is eligible to appeal the issue at hand. The guidelines for the appeals process are given in LSU Policy Statement 48 (PS-48 can be found at <http://appl003.ocs.lsu.edu/ups.nsf/d18275cbffaad4b10625635a006e196c/266da3186d2ba0eb86256c250062aea8?OpenDocument>.)
- 9) Any graduate student wishing to be appointed as an instructor of record on a graduate assistantship must fulfill the following requirements to apply:
 - ✓ Applicants must have earned their master’s degree prior to the beginning of the appointment.
 - ✓ Applicants must have completed PSYC 7990, Teaching of Psychology, or receive written approval for an equivalent course at another university.
 - ✓ Once appointed to the position, the instructor must enroll in the Teaching of Psychology Practicum, PSYC 7690.
- 10) 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.

Graduate School Information:

The department is your liaison to the Graduate School. If you have questions or concerns about Graduate School rules or procedures, call or email the Graduate Secretary. Please do not initiate contact with the Graduate School. You should never send/bring any documents/forms directly to the Graduate School (exceptions are the final thesis and final dissertation documents). The department must submit all paperwork and retain copies in your departmental file.

You must be registered continuously for at least 3 credit hours each regular semester. The Graduate School considers the Spring and Fall semesters as “regular semesters” but not the Summer.

You must 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, you will be placed on academic probation. Academic probation is NOT considered “in good standing.” While on academic probation, you are not eligible for funding of any kind. 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.

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 in some way to merit approval. If you wish to apply for additional compensation, please contact the Graduate Secretary. She will need to know where you will be working, what services you will provide, how many hours per week you will be working, as well as your beginning and ending date for that commitment. She will then file the appropriate paperwork to request that permission be granted.

Qualifying Core Courses:

Satisfactory completion of the qualifying core courses is required to be qualified for advanced doctoral study. Satisfactory completion constitutes passing the required courses with a grade of “A” or “B” by the end of your 2nd year in the program. It is recommended that as many of these classes as possible be taken during the first year of graduate school. Each course is generally offered once a year. If you feel you have a particularly strong background in one or more of the core areas, you may take the final exam in any course; you will have satisfied the core requirement if you earn a grade of “A” or “B.” As evidence of satisfying this requirement, you must secure a letter from the course instructor giving your exam grade for inclusion in your file.

Qualifying Core Courses

Biological Basis of Behavior (Psyc 7034)
 Cognitive Basis of Behavior (Psyc 7030)
 Social Basis of Behavior (Psyc 7040)
 History of Modern Psychology (Psyc 4008)
 and
 Two* of four courses:
 Intermediate Statistics (Psyc 4111)
 Advanced Statistics (Psyc 7111)
 Measurement of Behavior (Psyc 7020)
 Methodology and Research (Psyc 7117)

*By the end of your graduate program in C & D, you must have taken PYSC 4111 and 7117. If you receive credit for 4111, then you must take one additional statistics course at LSU.

Students are also highly encouraged to take PSYC 4070 (taught by program faculty) for graduate credit as a core course in Developmental Psychology.

You have two attempts to complete these qualifying core courses. Failure to do so within your first two years will result in dismissal from the program. If you wait until year two to take the course, you will get only one take.

Any new student failing more than one core course on the first take will be dismissed from the program.

Cognitive and Developmental Seminars

By completion of the Ph.D. degree, all C & D students must have taken (and earned a grade of A or B) at least seven C & D seminars. At least one seminar must be taken each year. To obtain a total of seven seminars, students will have to take two seminars in some years.

Qualifying seminars are:

- Seminar in Experimental Psychology (7938,7939)
- Psycholinguistics: Linguistic Perspectives (7754)
- Current Problems in Developmental Psychology (7879, 7979)
- Teaching of Psychology (7990)

Practicum courses (7670, 7671) may be taken in the place of a maximum of TWO seminars.

These classes should give the student breadth as well as depth in cognitive and developmental psychology.

The area requires those students on an academic track to take **Teaching of Psychology (7990)**.

You have **two attempts to complete these core courses**, unless you have two failures (either in the same course or two different seminar courses) which will result in dismissal from the doctoral program.

Transfer Credits

Students entering the C & D area of the LSU Psychology Department from another program may apply to have C & D content-relevant graduate seminar classes transferred. The procedure is as follows:

- Take the request to the Director of Graduate Studies with a course syllabus and any supporting documentation that is available.
- A faculty member with expertise on the topic will be identified. If such a faculty member cannot be identified, it is unlikely the course will be allowed to transfer.
- The identified faculty member will review the syllabus and supporting documentation for the course to determine the appropriateness of the transfer, and report the decision to the Graduate Secretary and to the Director of Graduate Studies.
- The maximum number of transferred courses will be limited to two content-based seminars and one teaching course equivalent.

Cognitive and Developmental Brown Bag Series

Participation is expected in the C & D Brown Bag Series. This series is typically held during the regular fall and spring semesters on Fridays at noon. Faculty and students give presentations on a range of topics. This is an important component of the training plan of the C & D area, and should help students attain a high level of professional oral communication by the culmination of their training. Scheduling of the presentations is handled by the C & D graduate student area representative.

First Year Project

- This project is one to get you off and running in the research area. You can expect to get a lot of guidance on your first year project from your supervising faculty member. You choose your supervising faculty member based on mutual areas of interest, and should formally ask this person to serve as your advisor for your first year project by the end of your first semester.
- The first year project may be an expanded class project done for a seminar or it may be an outgrowth of research you are doing as a research assistant for a faculty member. The final write-up will be turned in to your project supervisor for an evaluation. The due date is **noon of the last class day of your second semester** (See Appendix A). This project will be used by the C & D faculty, along with your course work and yearly evaluation form, to evaluate your progress for the year.

Advisory Committee

- At the end of your first year, you should form your advisory committee. The purpose of the advisory committee is to follow your training throughout your graduate career; however, membership of the advisory committee can change as appropriate. Ask two professors in addition to your major professor to be on your advisory committee. There must be at least one other C & D faculty member on your committee. At least one member of your committee must be a full member of the Graduate School.
- A note about committees: A student need not retain the same committee for all phases of graduate work. That is, the master's committee may differ from the general exam committee, which may differ from the dissertation committee.

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. If you choose not to formally receive the master's degree, an equivalent research project with oral defense is still required.

Proposal:

1) Deadlines/Timelines:

- You are to consult with your major professor in regards to forming your committee and report the names of the committee to the Graduate Secretary, in writing, at least 3 weeks prior to the proposal meeting and no later than the 10th class day of your 3rd semester. (The members of your advisory committee generally are the members of your thesis committee. The committee may change with the permission of your major professor.)
- Two weeks prior to your proposal meeting, give your committee members a bound copy of your proposal.
- Ideally, you should successfully propose by the end of your 3rd semester. You **MUST** propose by the 10th class day of your 4th semester and you must successfully pass your proposal by April 1 of your 4th semester.
- Failure to comply with these guidelines and deadlines will result in loss of financial support for at least 1 semester. In addition, you may be terminated from the doctoral program at the program area faculty's discretion.

2) Registration Rules: 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.

3) Committee: Your committee must have at least 3 members. Your committee chair is your major professor. At least 2 members of your committee must be from your specialty area and 1 member must be a full member of the Graduate Faculty. The 3rd member should be from the Psychology department or a department pertinent to the project. 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.

4) Data Collection: 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://appl003.lsu.edu/osp/osp.nsf/\\$Content/LSU+IRB+Documents?OpenDocument](http://appl003.lsu.edu/osp/osp.nsf/$Content/LSU+IRB+Documents?OpenDocument).

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.

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

- 5) General Information: You will need to see the Graduate Secretary for the necessary paperwork for your proposal. (See Appendix B)

You will need to 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 of your meeting. She will help you with booking a room and equipment you may need (multi-media etc).

Defense:

- 1) Deadlines/Timelines:

- You must successfully defend your thesis by the last day of final exams of your 5th semester. Failure to comply with these guidelines and deadlines will result in loss of financial support for at least 1 semester. In addition, you may be terminated from the doctoral program at the program area faculty's discretion.
- You must apply to the Graduate School for your defense meeting (form: Request For Master's Examination) at least 3 weeks prior to your 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 cards and forms to the Graduate Secretary for your meeting. (See Appendices C and D)
- Other deadlines may apply if you plan on graduating the semester you defend. See the Graduate School calendar for those dates. Please also see "Graduation Time Limits" on page 17 for more details.
- Two weeks prior to your defense, give your committee members a bound copy of your thesis.

- 2) Registration Rules: You must register for thesis hours (PSYC 8000) any semester you are working on the project. This includes the semester you propose and the semester you defend. Although you do not have to be registered for thesis hours the semester you meet with the Graduate School editor, you do have to be registered for a minimum of 1 credit hour with the university. (If you are registered as "degree only" you are not eligible to meet with the editor.) You must have the minimum total of 6 thesis credit hours to defend your thesis.

- 3) General Information: Your thesis must be submitted to the Graduate School in their required format (i.e., electronically). This format may be obtained from the Graduate School office in 114 David Boyd Hall or at [http://appl003.lsu.edu/grad/gradschool.nsf/\\$Content/ETD+Guidelines+pdf/\\$file/ETDguidelines.pdf](http://appl003.lsu.edu/grad/gradschool.nsf/$Content/ETD+Guidelines+pdf/$file/ETDguidelines.pdf). Pay close attention to this format or you will end up with a lot of revisions. You cannot hand in your final thesis to the Graduate School editor until the semester you graduate.

You will need to 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 of your meeting. She will help you with booking a room and equipment you may need (multi-media etc).

Program of Study:

This document represents your individualized degree program. You will list the classes you have taken as well as the classes you intend on taking. It will be your contract between yourself and the department of your requirements to obtain your doctoral degree.

- 1) Deadlines/Timelines: Students generally submit this form to the Graduate School in their 3rd or 4th year in the program. You are not eligible to submit your Program of Study (POS) until you have successfully defended your thesis. You are not allowed take your General Examination until your POS has been accepted by the Graduate School. You must be registered full time for two consecutive semesters after the POS has been approved.
From the point that the POS form has been filed (from within the department), the student has 18 months to complete the intermediate project and general exam.
- 2) Committee: Your Advisory Committee and the Department of Psychology must approve the POS prior to submission to the Graduate School. This committee will consist of at least 3 members: your major professor, your minor professor (if applicable), and 1 (2 if no minor professor) other Psychology professor(s) or professor pertinent to your path of study. At least 2 members of your committee must be from your specialty area and at least 1 member must be a full member of the Graduate Faculty.
- 3) General Information: Please do your best to get the information on this form correct. If changes are required, the Graduate School requires another form to be completed. No one wants additional paperwork. The Program of Study and Change of Program of Study can be downloaded from the departmental website (www.lsu.edu/psychology) under "Graduate School Forms." (See Appendices E and F)

Intermediate/Middle Project:

- ✓ A research project, under the direction of a faculty research supervisor, is required.
- ✓ The purpose of this project is to provide breadth of training. If you have completed a significant project with someone other than your major professor (i.e., master's degree), it is appropriate to have your major professor supervise your project. Otherwise, it is suggested that someone other than your major professor supervise your intermediate project.
- ✓ This project must be approved in consultation with your major professor.
- ✓ This project should be of publishable quality and must be written up in the form of a draft publication.
- ✓ Course credit for this project will be obtained by signing up for independent research hours in the related area.
- ✓ Please see the Graduate Secretary for the necessary form once the project is complete. (See Appendix G).
- ✓ You can perform this research anytime after earning your master's degree. You are not allowed to attempt the General Exam until completion of this project.

Minor:

- A minor is not required but is **strongly recommended** for C & D students. Possible minors include: computer science, experimental statistics, linguistics, etc. A contract must be written with your minor professor to define the course work and project required. The major professor must approve the minor.
- You should discuss the requirements for the minor degree with your minor professor. Once the requirements are agreed upon, the requirements should be put in writing and signed by you and the minor professor. You should give this written agreement to the Graduate Secretary.
- Depending on minor field, you are usually required to complete a minimum of 9-12 credit hours for your minor, which may include a minor project.
- The minor must be complete prior to the General Exam.

General Exam:

The General Exam is a comprehensive examination required of every doctoral student. This is a written and oral exam. If a minor is to be earned, the minor professor is to participate in all aspects of the General Exam.

The Graduate School requires that any student receiving a Ph.D. demonstrate proficiency in their area of study. The General Examination is the arena for this demonstration. If a minor degree is to be awarded, the student must show proficiency in this area as well. For this reason, the minor requirements must be met at the time of the General Exam and the minor professor must be present at the General Exam.

The C & D General Exam will consist of a research proposal, a written/typed exam and an oral defense.

- 1) Deadlines/Timeline: This exam is generally taken by 4th year students.
 - You must complete all qualifying core courses and six of seven C & D seminars prior to attempting the General Exam. You may be enrolled in your sixth seminar in the semester you take the General Exam, leaving you with only ONE remaining seminar after your first attempt to pass the General Exam.
 - Your Program of Study must be approved by the Graduate School prior to your General Exam.
 - When a student is ready to file the POS form, the student will begin to develop their reading lists for the General Exam. The members of the committee work together with the student to establish the reading lists.
 - If you are sitting for the fall exam, you should ask for your list by April 15th, and the faculty members should provide you with your lists by May 15th. If you are sitting for the spring exam, you should ask for your list by September 15th, and the faculty members should provide you with your lists by October 15th. One list must cover the area of methodology. Possible areas for the reading list include, but not limited to: memory, aging, cognitive development, human learning, perception, problem solving, attention, decision making, and language.
 - The entire package (the research proposal and the answers to the exam questions) will be submitted to the committee. The student will have an oral defense of the package approximately 4 weeks after the written exam. The student does not receive feedback on the written answers before the oral exam.
 - The General Exam may be taken at two times during the year. In the fall, the written exam will occur on or around October 15th. The oral exam must be scheduled by November 15th. In the spring, the written exam will occur on or around March 15th, and the oral exam must be scheduled by April 15th.
 - You cannot propose your dissertation until you have successfully passed your General Exam and you cannot defend your dissertation until a year after passing your General Examination.
 - 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 cards to the Graduate Secretary for your meeting. (See Appendix H).

- 2) Committee: Your committee will consist of at least 5 members: your major professor, your minor professor (if applicable), and 2 (or 3) other professors pertinent to your education. At least 3 committee members must be from your specialty area and at least 2 members must be full members of the Graduate Faculty. The Graduate School will appoint your 5th 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.

- 3) Research Proposal: A research proposal will be written and submitted to the student's major advisor. The student may receive feedback from the major advisor ONE TIME ONLY before it is turned in. The feedback will be of the type you would typically receive when turning in a draft of a manuscript. Otherwise, the student does this work independently. The research proposal must be submitted **two weeks** before the oral exam. The goal of the research proposal portion of the General Exam is for the student to demonstrate independent thinking, specifically in the area of designing and writing a research project. It is not expected that the version that is turned in for the exam will be submitted directly to a funding agency without the opportunity for revisions beyond the scope of the General Exam. Below are possible formats for the research proposal:
 - Academic track-grant proposal for NIH predoctoral fellowship or other suitable funding project (see www.nih.gov for format details; <http://grants1.nih.gov/grants/funding/416/phs416.htm> is the page for the predoctoral grant application)
 - Applied track-grant proposal for applied funding, such as military or other suitable funding project.
 - If a student has already written a grant proposal for predoctoral funding that has been approved by the General Exam committee, then the student may write a literature review instead.

- 4) Written/Typed Exam: The student will sit for the written/typed exams, based on the reading lists created by the student and committee members. Each exam will last two hours, for a total of 6 hours of testing. The testing will take place over 3 consecutive days, with one test per day.

- 5) General Information:
 - The entire package (the research proposal and the answers to the exam questions) will be submitted to the committee. The student will have an oral defense of the package approximately 4 weeks after the written exam. The student does not receive feedback on the written answers before the oral exam.
 - The General Exam can not be taken in the summer.
 - You and your committee members are to schedule the oral defense meeting for a minimum of 2 hours.
 - Once this has been done, inform the Graduate Secretary of the date and time of your meeting. She will help you with booking a room and equipment you may need (multi-media etc).

- 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.

Dissertation:

All doctoral students must fulfill the Graduate School requirement of completing a written dissertation with an oral defense.

Proposal:

- 1) Deadlines/Timeline:
 - 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.
 - You cannot propose your dissertation until you have successfully completed your General Examination.
 - You cannot defend your dissertation for 1 year after passing your General Exam.
 - Two weeks prior to your proposal meeting, give your committee members a bound copy of your proposal.
 - Most students generally propose in their 4th year.
- 2) Registration Rules: 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.
- 3) Committee: Your committee must have at least 5 members. Your committee chair is your major professor. Your previously appointed Dean's Representative, minor professor (if applicable) and 2 (3 if no minor professor) other members should be professors from the Psychology department or a department pertinent to the project. At least 2 members of your committee must be from your specialty area and at least 2 members must be full members of the Graduate Faculty. 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.
- 4) Data Collection: 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://appl003.lsu.edu/osp/osp.nsf/\\$Content/LSU+IRB+Documents?OpenDocument](http://appl003.lsu.edu/osp/osp.nsf/$Content/LSU+IRB+Documents?OpenDocument).
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.

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

- 5) General Information: You will need to see the Graduate Secretary for the necessary paperwork for your proposal. (See Appendix I)

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. She will help you with booking a room and equipment you may need (multi-media etc).

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

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

Defense:

- 1) Deadlines/Timeline:
 - You cannot propose your dissertation until you have successfully completed your General Examination.
 - You cannot defend your dissertation for 1 year after passing your General Exam.
 - Most students generally propose in their 4th year. Most students generally defend in their 5th year.
 - You must apply to the Graduate School for your defense meeting (form: Request For Doctoral General or Final Examination) at least 3 weeks prior to your 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 cards and forms to the Graduate Secretary for your meeting. (See Appendices J and K)
 - Other deadlines may apply if you plan on graduating the semester you defend. See the Graduate School calendar for those dates. Please also see “Graduation Time Limits” on page 17 for more details.
 - Two weeks prior to your proposal meeting, give your committee members a bound copy of your proposal.

- 2) Registration Rules: 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 1 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.

- 3) 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.

4) General Information:

- You cannot hand in your final dissertation to the Graduate School editor until the semester you graduate.
- Your dissertation must be submitted to the Graduate School in their required format (i.e., electronically). This format may be obtained from the Graduate School office in 114 David Boyd Hall or at [http://app1003.lsu.edu/grad/gradschool.nsf/\\$Content/ETD+Guidelines+pdf/\\$file/ETDguidelines.pdf](http://app1003.lsu.edu/grad/gradschool.nsf/$Content/ETD+Guidelines+pdf/$file/ETDguidelines.pdf) . Pay close attention to this format or you will end up with a lot of revisions.
- 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. She will help you with booking a room and equipment you may need (multi-media etc).
- You and your committee members are to schedule the proposal and defense meetings for a minimum of 2 hours.
- Only one dissenting vote is allowed for a student to successfully pass the dissertation regardless of the number of committee members. 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.
- If the second attempt is approved a minimum of one semester must pass between attempts.

Evaluation Process

- You will have the chance to receive feedback from the faculty on your progress, and you will also have the chance to provide feedback to the faculty about your training.
- Every year of your training, you will be asked to turn in the Student Evaluation Form (See Appendix L) to your major Advisor. Please be sure to append a copy of your vita to this form.
- Every year of your training, you will be asked by the student representative of the C & D area to fill out a Program Evaluation Form. This form is to be anonymous so that the faculty will not know who is providing the feedback (See Appendix M).

Application for Degree:

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. Check the calendar for the various deadlines for all necessary paperwork.

You should obtain this information from the Graduate School the prior semester or at the very beginning of the semester in which you intend to graduate.

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

Graduation Time Limits:

Optimally students who have a B.A or B.S. degree will proceed to the Ph.D. degree in five years. The maximum time allowed from entrance to the completion of the Ph.D. is 7 years.

A student must have special permission from the Dean of the Graduate School to exceed this time limit. (This permission is not routinely given, and must involve exceptional circumstances.) Leave of absence is no longer formally recognized by the Graduate School. Failure to complete the Ph.D. program within the seven-year period will result in termination from the program.

***** Graduation Time Limit (For Master's and Ph.D.): *****

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 2002, you must receive your degree either Spring 2002 or the following Fall 2002. NO later!

If you defend your dissertation in Fall 2002, and complete your internship in the Summer 2003, you must receive your degree in either the Summer 2003 or the Fall 2003.

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

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 2 years in the program.
- Successfully propose thesis preferably in the 3rd semester but 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 2 attempts.
- Successfully complete internship (if applicable) within 7 years of entering the program.
- Successfully defend dissertation within 7 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 (for forms, deadlines, etc). It is our job to help you.

Recommended Overall 4-Year Timetable

	<i>Course Work</i>	<i>Research</i>
Fall/1 st Year	Qualifying Core Course 1 Qualifying Core Course 2 Seminar	
Spring/ 1 st Year	Qualifying Core Course 3 Qualifying Core Course 4 Seminar or other course	1 st Year Project Due
Fall/2 nd Year	Qualifying Core Course 5 Seminar Research Hours (8000)	Propose Master's Thesis
Spring/2 nd Year	Qualifying Core Course 6 Seminar or 7990 Research Hours (8000)	Complete and defend Master's Thesis File Program of Study
Fall/3 rd Year	Seminar Additional course Research Hours (8939)	Complete Intermediate Project
Spring/3 rd Year	Seminar Additional course Research Hours	Take and pass General Exam
Fall/4 th Year	Seminar or other course Research Hours (9000)	Propose Doctoral Dissertation
Spring/4 th Year	Seminar or other course Research Hours (9000)	Complete and Defend Doctoral Dissertation

Recommended Overall 5-Year Timetable

	<i>Course Work</i>	<i>Research</i>
Fall/1 st Year	Qualifying Core Course 1 Qualifying Core Course 2 Seminar	
Spring/ 1 st Year	Qualifying Core Course 3 Qualifying Core Course 4 Seminar or other course	1 st Year Project Due
Fall/2 nd Year	Qualifying Core Course 5 Seminar	Propose Master's Thesis
Spring/2 nd Year	Research Hours (8000) Qualifying Core Course 6 Seminar or 7990	
Fall/3 rd Year	Research Hours (8000) Seminar Additional course	Complete and defend Master's Thesis
Spring/3 rd Year	Research Hours (8000 or 8939) Seminar or 7990 Additional course	File Program of Study Complete Intermediate Project
Fall/4 th Year	Research Hours (8939) Seminar or other course	Take and pass General Exam
Spring/4 th Year	Seminar or other course Research Hours (9000)	Propose Doctoral Dissertation
Fall/5 th Year	Research Hours (9000)	
Spring/ 5 th Year	Research Hours (9000)	Complete and Defend Doctoral Dissertation