

**Clinical Psychology Handbook  
2009-2010**

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## **Introduction:**

The following contains information regarding policies and procedures for clinical psychology graduate students. This document was created with the goal of integrating both Graduate School and departmental rules and procedures specifically related to the clinical 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 that 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) and at the PSC. 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](http://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 clinical director has reviewed the document, you will be informed of his 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](http://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 2<sup>nd</sup> 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**

#### **Must take 1 of the 2**

Measurement of Behavior (Psyc 7020)<sup>‡</sup>  
 Methodology and Research Design (Psyc 7117)

#### **Must take 1 of the 2**

Intermediate Statistics (Psyc 4111)\*  
 Advanced Statistics (Psyc 7111)

\* All clinical students must take and pass PYSC 4111, Intermediate Statistics or PSYC 7111, Advanced Statistics. The student must take PSYC 4111 unless granted permission by the instructor of PYSC 4111 to take PSYC 7111. This decision will be based on a determination that an equivalent course to PSYC 4111 has been taken.

<sup>‡</sup> PSYC 7020 doubles as a Qualifying Core Course and Clinical Core Course

**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.**

## **Clinical Core Courses**

You must successfully complete (with a grade of A or B) the following courses **before going on internship.**

Psychological Assessment I (7125)

Psychological Assessment I Practicum (7688)

Psychological Assessment II (7925)

Psychological Assessment II Practicum (7689)

Developmental Disorders and Psychopathology of Children (7171)

Advanced Psychopathology (7982)

Child Behavior Therapy/Behavior Therapy (depending on your tract) (7972/7185)

Measurement of Behavior (7020)\*

Psychotherapy and Behavior Change (7927)

Professional Considerations in Psychology (7999)

Cultural Diversity Issues in Psychology (7929)

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

## Clinical Psychology Checklist

(For students entering with a Bachelor's degree)

### Year 1:

- Begin taking qualifying core courses
- Schedule practicum hours each semester
- Begin working on Master's Thesis

### Year 2:

- Complete qualifying core course
- Begin taking clinical core courses
- Choose a minor area of study and a minor professor (if applicable)
- Obtain approval from your minor professor regarding your minor program of study
- Begin taking minor courses and begin minor project (if applicable)
- Schedule practicum hours each semester. *Students should complete one year of practicum with a Clinical Psychology faculty member who is not the student's major professor during their 2<sup>nd</sup> or 3<sup>rd</sup> year*
- A formal master's thesis prospectus meeting must be completed by the **10<sup>th</sup> day** of the fourth semester at LSU and the Master's thesis prospectus must be passed by **April 1<sup>st</sup>** of the fourth semester

### Year 3:

- Continue taking clinical core courses
- Complete minor courses and project (minor must be complete before taking the General Exam) (if applicable)
- Schedule practicum hours each semester as required. *Students should complete one year of practicum with a Clinical Psychology faculty member who is not the student's major professor during their 2<sup>nd</sup> or 3<sup>rd</sup> year*
- Students must complete their Master's thesis by the last day of final exams of their 5<sup>th</sup> semester
- Find a general exam case and obtain approval from your major professor

### Year 4:

- Complete clinical core courses
- Schedule practicum hours each semester
- Take the General Examination (general exam case and completion of minor program of study, if applicable) (General Exam must be passed 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 approved clinical internship
- Defend dissertation
- GRADUATE!

**NOTE:** Students must complete the Ph.D. within 7 years after admission to the program.\*\*  
 \*\* Extensions to this 7 year time clock will only be allowed for very extreme circumstances such as a very serious illness. The student's graduate advising committee must support the petition for an extension, but final approval rests with the Graduate School.

## Clinical Psychology Checklist

(For students entering with a Master's degree)

### Year 1:

- Begin taking qualifying core courses
- Schedule practicum hours each semester
- Choose a minor area of study and a minor professor (if applicable)
- Obtain approval from your minor professor regarding your minor program of study

### Year 2:

- Complete qualifying core course
- Begin taking clinical core courses
- Begin taking minor courses and begin minor project (if applicable)
- Schedule practicum hours each semester. *Students should complete one year of practicum with a Clinical Psychology faculty member who is not the student's major professor during their 2<sup>nd</sup> or 3<sup>rd</sup> year*

### Year 3:

- Continue taking clinical core courses
- Complete minor courses and project (minor must be complete before taking the General Exam) (if applicable)
- Schedule practicum hours each semester. *Students should complete one year of practicum with a Clinical Psychology faculty member who is not the student's major professor during their 2<sup>nd</sup> or 3<sup>rd</sup> year*
- Find a general exam case and obtain approval from your major professor

### Year 4:

- Complete clinical core courses
- Schedule practicum hours each semester as required.
- Take the General Examination (general exam case and completion of minor program of study, if applicable) (General Exam must be passed 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 approved clinical internship
- Defend dissertation
- GRADUATE!

**NOTE:** Students must complete the Ph.D. within 7 years after admission to the program.\*\*

\*\* Extensions to this 7 year time clock will only be allowed for very extreme circumstances such as a very serious illness. The student's graduate advising committee 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. The Master's degree is NOT optional for the Clinical Psychology program.

## Thesis 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 10<sup>th</sup> class day of your 3<sup>rd</sup> semester.
- 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 3<sup>rd</sup> semester. You MUST propose by the 10<sup>th</sup> class day of your 4<sup>th</sup> semester and you must successfully pass your proposal by April 1 of your 4<sup>th</sup> 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 3<sup>rd</sup> 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 A)

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).

### **Thesis Defense:**

#### 1) Deadlines/Timelines:

- You must successfully defend your thesis by the last day of final exams of your 5<sup>th</sup> 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](http://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 Appendices B and C)
- 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 a 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 3<sup>rd</sup> or 4<sup>th</sup> 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.
- 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](http://www.lsu.edu/psychology)) under "Graduate School Forms." (See Appendices D and E)

## **Minor Degree (if applicable):**

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, the minor professor your advisor and the clinical director. You should give this written agreement to the Graduate Secretary. The minor subject area must be pre-approved by the clinical director if different from standard minors.

Depending on the 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.

- 1) Deadlines/Timeline: This exam is generally taken by 4th year students.
  - You must complete all qualifying core courses and 9 of 11 clinical core courses prior to attempting the General Exam. Obtain a “Clinical General Exam Approval” form from the Graduate Secretary prior to scheduling your exam. This is a departmental form which requires your professor’s signature.
  - Your Program of Study must be approved by the Graduate School prior to your General Exam.
  - You must pass the General Exam by November 1 to be eligible for internship the following Summer or Fall.
  - 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](http://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. (See Appendices F and G).
  - Two weeks before your meeting, a bound copy of your general exam case report should go to each committee member.
  
- 2) Committee: Your committee will consist of at least 5 members: your major professor, your minor professor (if applicable) or 1 non-clinical professor, and 2 other clinical professors. At least 2 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 5<sup>th</sup> 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) General Exam Case Report:
  - All general exam cases must be pre-approved for your general exam by your major professor. That is, when you find a case you wish to use, you must first tell your major professor what kind of case it is and from where 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.

- The student preparing for their General Exam is to complete all work independently for the case report including history, assessment, evaluation and treatment plan. They may not consult with students who are involved in treatment of the case or who have knowledge of a professor's feedback/opinion of the case. Thus, there can be no feedback, direct or indirect, from any professors.
- 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 they wish to dedicate to the sections (literature review and report). Appendices may be attached which contain test data, etc. The report must be double-spaced.
- Because the General Exam is such a detailed process, it is advised that you read the attached "Guidelines for the General Examination in Clinical Psychology" (Appendix H).

#### 4) General Information:

- You and your committee members are to schedule this 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.

### **Internship:**

APA approved internships are required for all Clinical students.

- 1) Timeline: Students generally go on internship their 5<sup>th</sup> year in the program. You must have passed your General Exam no later than November 1 before applying for your Summer or Fall internship.
- 2) Registration Rules: 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 6 internship hours and 2 dissertation hours during the Fall and Spring semesters and for 3 internship hours and 2 dissertation hours during the Summer semester. The Graduate School will waive tuition (up to 8 credit hours in the regular semester and 5 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.
- 3) General Information: You **MUST** inform the Graduate Secretary that you have applied for internship. When accepted, you must give the Graduate Secretary a copy of your acceptance letter as soon as possible. If she does not have the proper information, she

will not be able to pass it on to the proper people. If your internship is completed by June 30, and all other qualifications are met, you may graduate in that Summer. If your internship is not completed by June 30, you are not eligible to graduate until the Fall semester.

### **Dissertation:**

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

### **Dissertation 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 10<sup>th</sup> 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 4<sup>th</sup> 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.

### **Dissertation 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 4<sup>th</sup> year. Most students generally defend in their 5<sup>th</sup> 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](http://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://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 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.
  - 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 score cards 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:**

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 prior to the 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, counting the internship requirement. 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 2009, you must receive your degree either Spring 2009 or the following Fall 2009. NO later!

If you defend your dissertation in Fall 2009, and complete your internship in the Summer 2010, you must receive your degree in either the Summer 2010 or the Fall 2010.

**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 3<sup>rd</sup> semester and no later than the 10<sup>th</sup> class day of the 4<sup>th</sup> semester.
- Successfully defend thesis no later than the last day of final exams of the 5<sup>th</sup> 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 (forms, deadlines, etc). It is our job to help you.

### **◆Please note the following message from Dr. Matson◆**

Dr. Matson encourages students needing his assistance to contact him.

Email: [johnmatson@aol.com](mailto:johnmatson@aol.com)

Telephone: 225-752-5924.