

# Psychology Graduate



Guidelines  
2006-2007

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- 6) 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. NO exceptions.
- 7) In the Psychology Office (Room 236), there are Graduate Mailboxes. 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.
- 8) 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 & to turn in all completed paperwork in a timely manner. Please see the departmental accountant (Marla) for rules and forms.
- 9) You are not allowed to attempt multiple major exams (thesis proposal, thesis defense, general exam, dissertation proposal, and dissertation defense) during the same semester.
- 10) If you have earned a master’s degree in psychology from another university, you may submit your thesis to the department for possible acceptance for our master’s thesis departmental 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.
- 11) All LSU students are expected to abide by the Code of Student Conduct. (The Code of Conduct can be found at [www.lsu.edu/deanofstudents](http://www.lsu.edu/deanofstudents).) It is expected that all students conduct themselves in a manner that is becoming of an LSU Psychology Graduate Student. Unethical or improper behavior (on or off campus) may warrant disciplinary action by the department and/or the university.
- 12) 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>.)
- 13) Any graduate student wishing to be appointed to as instructor of record on a graduate assistantship must fulfill the following requirements to apply. Applicants must have earned their master’s degree prior to beginning of the appointment. Applicants must have completed PSYC 7990, Teaching of Psychology, or receive written approval for an equivalent course. Once appointed to the position, the instructor must enroll in the Teaching of Psychology Practicum, PSYC 7690.

**DO NOT FORGET TO CHECK YOUR SPECIALTY AREA  
HANDBOOK/CHECKLIST FOR ADDITIONAL INFORMATION/RULES**

## **Graduate School Information:**

You should never initiate contact with the Graduate School. If you are contacted directly by the Graduate School, feel free to respond to them directly, otherwise, you should talk to the Psychology Graduate Secretary first. You should never send/bring any documents/forms directly to the Graduate School (only exceptions are the final thesis and final dissertation). The department must submit all paperwork. Although this sounds inconvenient, it is for your protection.

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 after one semester of academic probation, your cumulative and semester GPA are not 3.0 or better, 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 permission be granted.

## **Core Courses:**

Satisfactory completion of the 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. 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.” You must secure a letter from the course instructor giving your exam grade for inclusion in your file, as evidence of satisfying this requirement.

### **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) or Methodology and Research (Psyc 7117)

**If you do not complete the courses with satisfactory grades within the first 2 years,  
 you will be dismissed from the program.**

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

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You will need to find an agreeable time and date for you and your committee members. Once this has been done, talk to the Graduate Secretary for assistance with scheduling your meeting. She will help you with booking a room and the necessary equipment (computer and projector for PowerPoint presentations, etc).

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

### **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.**

### **Graduation Time Limits:**

Most students who have a B.A or B.S. degree will proceed to the Ph.D. degree in four years (five for clinical & school students, counting 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 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 program, but are granted permission to complete the master’s degree, are granted permission to remain in the program for one additional year only. Regardless of whether or not the master’s degree is completed, at the end of that one year, the student is terminated.

**\*\*\*\* Again, if you have questions, contact the Graduate Secretary first. \*\*\*\***

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**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 no later than the 10<sup>th</sup> class day of the 4<sup>th</sup> semester (3<sup>rd</sup> semester is preferred).
- Successfully defend thesis no later than 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.