



Department of Psychology

Preparing For and Defending Your Prelim and Proposal

This short pamphlet is designed to help you through the process of defending both your prelim and your proposal. All forms should be obtained from the Graduate Secretary.

1. Read the Policies of the Graduate School and the Psychology Department

You must read the Graduate School policies and the Psychology Department Handbook, which are posted on the internet.

<http://www.temple.edu/grad>

<http://www.temple.edu/grad/policies/gradpolicies.htm>

<http://www.temple.edu/psychology/Gradinfo/Links/Redbook.pdf>

2. Be Aware of the Research Credit Requirements

You must be aware of the research credit requirements. Remember, you cannot count more than 18 research credits taken before being advanced to candidacy toward your degree (including prelim and/or proposal credits, or directed readings). This requirement can only be waived, under special circumstances, by submitting a petition to the Graduate Committee.

1. Which research credits should I register for when doing my dissertation proposal and prelim?

Answer:

1. Register for Prelim Exam credits (799) in the semester in which you intend to defend your prelim.

2. If you finish your prelim and then are working on your proposal, register for Dissertation Proposal credits (899).

3. DO NOT REGISTER FOR DISSERTATION CREDITS (999) UNTIL YOU HAVE PASSED YOUR PRELIM AND HAVE HAD YOUR PROPOSAL ACCEPTED BY YOUR COMMITTEE AND THE GRADUATE SCHOOL.

A further policy of the Graduate School is stated below:

From the Grad Bulletin:

Registration for Preliminary Examinations (Course #799)

A doctoral student who has completed all course work for the degree, but has not passed the preliminary examination, must register each Fall and Spring semester for 1 s.h. of course number 799, "Preliminary Examination Preparation. " **The student must be registered for 799 in the semester in which the examination is taken, including the summer session.** A student who is required to retake the preliminary examination in whole or in part must re-register for 1 s.h. of 799 in the semester in which the examination will be retaken.

Note: You cannot defend your prelim or proposal in the beginning of the semester before the add/drop date and then drop those research credits and add dissertation credits. Therefore, plan on being registered for prelim credits for the entirety of the semester in which you will defend you prelim, regardless of the date during the semester your actual defense occurs. This can pose a problem if you have reached your research credit limit, so plan accordingly.

3. Form Your Doctoral Advisory Committee

Your doctoral advisory committee consists of at least 3 Departmental faculty, including your advisor. Structure this committee in consultation with your advisor. Then, fill out the

❖ Appointment of Doctoral Advisory Committee Form

and return it to the Graduate Secretary.

4. Your Prelim Defense

You must orally defend your prelim before your Doctoral Advisory Committee. Submit your prelim to your committee a minimum of 2 weeks before the defense.

Fill out the

- ❖ Preliminary Examination Report Form

This form requires signatures from the Chair and the Dean prior to your actual prelim date. Submit the form to the Graduate Secretary for signatures at least two weeks prior to your prelim defense, and when it returns, bring it to your defense. Once your prelim exam has been completed, get the signatures of your Doctoral Advisory Committee and return this form to the Graduate Secretary.

5. Your Dissertation Proposal Defense

You must orally defend your dissertation proposal to your Doctoral Advisory Committee. This may or may not take place on the same day as your prelim defense. Consult your advisor or Area Director to determine this. Submit your proposal to your committee a minimum of 2 weeks before the defense.

Fill out the

- ❖ Dissertation Proposal Transmittal Form

and bring it to the defense. Get the signatures of your Doctoral Advisory Committee and return this form to the Graduate Secretary. She will obtain the remaining necessary signatures.

6. Turn in Your Dissertation Proposal

You have 30 days after your proposal defense to make any necessary changes. You must also submit your proposal for IRB approval. After this is completed, return your dissertation proposal and your IRB submission face sheet to the Graduate Secretary. The Graduate Secretary will give you a receipt and she will deliver the dissertation proposal, IRB face sheet, and dissertation proposal transmittal form to the Graduate School. You should receive a confirmation from the Graduate School within a month. Check with the Graduate Secretary if this does not happen.