

TEMPLE UNIVERSITY

DEPARTMENT OF PSYCHOLOGY

GRADUATE PROGRAM RULES AND REGULATIONS

APPROVED BY THE GRADUATE COMMITTEE, MAY, 2007

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## **I. GENERAL STATEMENT**

The Department of Psychology offers graduate study leading to the Doctor of Philosophy in a variety of areas. The Graduate Program is a full-time program of study. The Department does not admit students for a terminal M.A. degree. Students enrolled in the Ph.D. program may obtain a Master's degree (M.A.) in General Psychology during the course of their graduate work.

### ***A. Application Deadline***

Entrance into the Graduate Program is permitted in the Fall semester only. Applications must be received by December 15 for admission in the following year's Fall semester. A student must apply to one of the six Areas of Specialization but may indicate concentrations of interest on his or her application. Application materials may be requested from the main office of the department by writing to the Department of Psychology, Temple University, 6th Floor Weiss Hall, Philadelphia, PA 19122, or can be obtained online. Click here to access form (<http://www.temple.edu/admissions.html>)

### ***B. Financial Aid***

In addition to financial aid awarded through the Graduate School, the Department offers a number of teaching and research assistantships, each of which carries a stipend plus full waiver of tuition and fees.

### ***C. Admission Requirements***

Applicants must hold a B.A. or B.S. degree and have had at least one laboratory course in psychology and one course in statistics. All applicants must submit scores from the verbal and quantitative tests of the Graduate Record Examination. Three letters of recommendation are also required.

### ***D. Degree Requirements***

Students must complete 72 credits of specified course work, of which 36 must be didactic course credit requirements where a minimum of 12 credits (four courses) must come from core courses and 6 credits (two courses) must be statistics courses; pass a written and oral Preliminary Examination; submit an acceptable Dissertation; and successfully defend the Dissertation in an oral final examination. Each Area of Specialization within the Department may have additional requirements to those of the Department.

### ***E. Departmental Regulations Governing Graduate Study***

This document contains the rules and regulations governing the Department of Psychology's Graduate Program. Although these rules and regulations comply with those of the Graduate School, the Graduate School may have other rules and regulations with which all graduate students must comply. Students should obtain and familiarize themselves with all Graduate School regulations in addition to those contained in this Document. (Click here for the Graduate School Bulletin: [http://mdev.temple.edu/gradschool/grad\\_school/policies.asp](http://mdev.temple.edu/gradschool/grad_school/policies.asp) ).

In case of questions, the appropriate Area or Cluster Director should be contacted.

## **II. AREAS OF SPECIALIZATION**

Areas of study in the Department are grouped into two broad clusters: Brain, Behavior, and Cognition (BBC) and Developmental, Social, and Clinical (DSC).

Within the BBC cluster, students may pursue doctoral study in one of three Areas of Specialization:

- Behavioral and Cognitive Neuroscience
- Cognition and Perception
- Basic and Applied Behavior Analysis

Within the DSC cluster, students may pursue doctoral study in one of three Areas of Specialization:

- Developmental Psychology
- Clinical Psychology
- Social Psychology

An Emphasis in Developmental Psychopathology is also available to students who wish to specialize in this focus.

## **III. DEPARTMENTAL COURSE REQUIREMENTS FOR THE PH.D.**

### ***A. General Requirements.***

Each Area of Specialization may have coursework requirements for the Ph.D. that are specific to it, as detailed in subsequent sections of this document. However, all students must satisfy the general requirements for the Ph.D. established by the Department of Psychology, as follows:

1. Two semesters of graduate coursework in statistics must be taken in the first year of study.
2. A minimum of four Core Courses must be successfully completed in the first four semesters in residence (five semesters for clinical students).
3. A minimum of 72 credits must be completed 36 of which must be didactic course credit requirements.
4. A minimum residency requirement of one year must be fulfilled.
5. The Psychology department views a grade of B- as the minimally acceptable grade indicating satisfactory progress in graduate courses. No more than two grades lower than "B-" may be earned toward the degree in courses taken after acceptance into the program, and two grades below B- may be grounds for dismissal from the program.

6. A written Preliminary Examination must be approved and defended orally before a committee selected by the student and approved by the Department. (Rules concerning the composition of this committee are discussed later in this document.) No Preliminary Examination may be taken more than twice, in whole or part.
7. A written Dissertation must be approved and defended orally before a committee selected by the student and approved by the Department.
8. A minimum of six credits of 9999 Dissertation research must be completed with at least 1 credit of 9999 Dissertation research in the semester of defense.
9. Enrollment must be continuous, except for approved leaves of absence.
10. All degree requirements must be completed within seven years of the beginning of the student's first semester of full-time study in the Department.
11. No candidate may graduate with an I (incomplete) on his or her record.
12. All graduate students must have at least a 3.0 grade-point average in order to receive the Ph.D.
13. Attendance in the Pro-Seminar is required of all first year graduate students. No course credit is given for attendance.

Additional details are as follows:

### ***B. Credit Hours***

Each student is required to take a total of 72 credits for the Ph.D. Of these, a minimum of 36 credits must be earned in Core Courses, statistics, and electives. Of these 36 didactic credits, a minimum of 12 credits (four courses) must come from core courses and 6 credits (two courses) must be statistics courses.

### ***C. Core Courses***

Core Courses are semester-long graduate courses designed to provide students with an introduction to a particular area of psychology at a level appropriate for beginning graduate study. The Core Courses offered by the Department are: Behavioral Neuroscience, Cognitive Psychology, Developmental Psychology, History and Systems, Psychopathology, and Social Psychology. These are offered on a regular and rotating basis, according to a schedule approved by the Graduate Committee.

All students are required to successfully complete a minimum of four Core Courses within the first four semesters of graduate study (five semesters for Clinical students). The pattern of courses is specified by the student's Area of Specialization.

Student performance in each Core Course is evaluated by one or more written examinations unless an exception to this policy has been approved by the Graduate Committee. No Core Course credit is received for any grade below B-. (Although Core Course credit is not awarded for a Core Course in which the student receives a grade below B-, the student may receive credit for such a course as an elective.)

#### ***D. Elective Courses***

Students should consult their Area of Specialization requirements for information on specific elective courses required by their area. Additional Core Courses, beyond the minimum four that are required, may be counted as elective courses.

#### ***E. Directed Readings***

Any graduate student wishing to take a Direct Readings course for credit must submit a formal proposal to the Director of Graduate Studies for approval, including a detailed plan of study, before the beginning of the term in question. The proposal should include the following: (a) a course title, (b) a statement of how the course fits into the student's overall program of study, and (c) the name of the faculty member who has agreed to serve as mentor if the plan is approved. The purpose of a readings course is to provide an opportunity for a student to study a specialized topic that is not represented in the regular curriculum and is unlikely to be presented in a topical seminar. Readings courses will be approved only when a coherent, specialized topic is being investigated, and when the course fills a gap in the curriculum. Readings course credit is not given for the initial exploration of a general area or for the exploratory reading that forms a normal part of the preparation for Dissertation or pre-Dissertation research proposals.

#### ***F. Research Credits***

Ph.D. students who not yet elevated to candidacy should register for 9991 Research. Student who have been elevated to candidacy must complete a minimum of six credits of 9999 Dissertation research with at least 1 credit of Dissertation research in the semester of defense.

Graduate School regulations require that certain research credit course numbers be used when working on the dissertation.

Please see [http://mdev.temple.edu/gradschool/grad\\_school/policies.asp#24](http://mdev.temple.edu/gradschool/grad_school/policies.asp#24) for details.

#### ***G. Research, Teaching, and Clinical Experience***

All students should acquire guided experience in research, teaching, and, if enrolled in the Clinical Area, clinical work.

#### ***H. Extension of Time for Doctoral Students***

All degree requirements must be completed within seven years of the beginning of the student's first semester of full-time study in the Department. All requests for extensions of time are granted by the Graduate Committee Student Appeals Committee of the Graduate School and

must comply with the guidelines published by the Graduate School. The "Extension of Time Request" is available at [http://mdev.temple.edu/gradschool/grad\\_school/forms.asp](http://mdev.temple.edu/gradschool/grad_school/forms.asp).

All requests for extensions of time submitted to the Graduate School must be accompanied by a plan of action and activities that has been approved by the Student's Doctoral Advisory Committee, and approved in writing by the Director of the student's Graduate Program, the Psychology Department Graduate Committee, and the Office of the Dean of the College of Liberal Arts. Extensions are granted on a year-by-year basis only. Any student who has received a one-year extension of time to complete the degree from the department Graduate Committee and from the university's Graduate School must re-petition the Graduate Committee for any further extension of time.

### ***I. Exceptions to Department Regulations***

Students may petition the Committee for any reason, but must petition the Committee for any matters that pertain to deviations from Department regulations, or for which this Document specifies a petition requirement. Students wishing to submit a petition to the Graduate School may download the appropriate forms ("Petition to the Graduate School or to the Graduate Committee School Appeals Committee") at

[http://mdev.temple.edu/gradschool/grad\\_school/forms.asp](http://mdev.temple.edu/gradschool/grad_school/forms.asp)

## **IV. DEPARTMENTAL POLICY REGARDING TRANSFER OF COURSE CREDITS**

The Graduate School permits transfer credits of no more than twenty percent of the total course requirements of the student's Graduate Program. The "Transfer of Graduate Credit Request" is available at [http://mdev.temple.edu/gradschool/grad\\_school/forms.asp](http://mdev.temple.edu/gradschool/grad_school/forms.asp). Transfer of credits is evaluated by the Dean of the Graduate School on a case-by-case basis in consultation with the appropriate Department Chair, Area or Cluster Director. Individual Areas of Specialization may impose more stringent -- but not less stringent -- requirements than those imposed by the Graduate School.

The Department of Psychology has the following policies concerning transfer credits:

1. While we permit students to satisfy, by examination, particular program requirements that are typically satisfied through coursework, passing such examinations does not result in course credit. The advantage of fulfilling program requirements through examination is that of greater flexibility in the selection of courses that fulfill the 72 credit requirement.
2. Students who have completed graduate coursework at Temple prior to their admission to the Graduate Program in Psychology may credit up to 9 hours of such courses toward the graduate degree.
3. A student enrolled in the Graduate Program in Psychology may, with approval of the Director of Graduate Studies, transfer up to 9 credit hours of course credit for courses taken elsewhere. To be so approved, those courses must be deemed appropriate to stand as part of the student's training in the Ph.D. program, and the student must have received a grade of B- or higher in the course(s). In reviewing

the student's request, the Director of Graduate Studies will consult with the student's major advisor, the student's Graduate Area of Specialization Director, and the faculty member who teaches courses that are similar to the proposed transfer courses. Students wishing to transfer course credits taken elsewhere should provide syllabi and other supporting documents that describe the courses.

4. Transfer credit for courses that correspond closely to Core Courses will not count toward satisfaction of the Core Course requirement. In such cases, however, Core Course credit can be obtained through examination.

## **V. DEFINITION OF FULL-TIME STATUS FOR GRADUATE STUDENTS**

A. To qualify as full-time, a graduate student must satisfy one of the following conditions:

1. be enrolled for at least 9 semester hours of graduate credit; or
2. be enrolled for at least 1 semester hour of Master's Thesis credit. The student's advisor must certify in writing to the Graduate School that the student is working on the Thesis full time. No student may be classified as a full-time Master's Thesis writer for more than one semester; or
3. be enrolled for at least one semester hour of Doctoral Dissertation credit during the Dissertation years. The student's advisor must certify in writing to the Graduate School that the student is working on the Dissertation full-time. No student may be classified as a full-time Dissertation writer for more than two years; or
4. be a Clinical student on internship.

The "Full Time Status Code 23" form that must be filed with the graduate school to obtain full-time status is available at [http://mdev.temple.edu/gradschool/grad\\_school/forms.asp](http://mdev.temple.edu/gradschool/grad_school/forms.asp).

Clinical students should register for Internship credit during their internship year.

A student who withdraws from the Graduate Program in good standing may apply for readmission at a later date.

## **VI. ENROLLMENT IN GRADUATE COURSES**

A. Graduate Courses are listed in the University's Graduate Bulletin

<http://mdev.temple.edu/gradschool/common/courses.asp?sct=p&lnk=c>

B. All graduate courses in the Department are open to all graduate students in the Department who are in good standing unless otherwise noted. Courses involving direct clinical contact with clients, instruction in the practice of psychotherapy, or the discussion of confidential case material are open only to students enrolled in the Clinical Area. Courses involving the teaching of clinical assessment procedures are open to non-Clinical students only by permission of the instructor.

- C. All non-matriculated students must obtain the permission of the course instructor (or designee) in order to register for any graduate course in the Department of Psychology.
- D. Students not matriculated at Temple University are allowed to take a total of not more than three (3) graduate courses in the Department except in rare instances, as approved by the Department Chair.
- E. Upon the recommendation of each Area or Cluster Director, the Graduate Committee will designate certain courses for which permission of the instructor is to be required of all students. Graduate students are encouraged to consult the course schedule before registering for classes in order to determine whether registration for any desired courses requires permission of the instructor. This information is not always included in the University's online schedule of courses; to be safe, students should consult the hard copy of the course schedule before registering.

## **VII. EVALUATION OF STUDENT PROGRESS**

### **A. Student Progress.**

Each Area or Cluster shall establish guidelines for the determination of satisfactory performance and progress through its Graduate program. These guidelines are described in the individual Areas of Specialization descriptions that are included in this document. However, the following general rules apply to all graduate students in the Department of Psychology:

1. The possible grades for graduate courses are A, A-, B+, B, B-, C+, C, C-, and F. The grade of D is not used at the graduate level. In cases where letter grades are inappropriate and a pass/fail system is preferred, the letter "A" will be used for passing, and "F" for failing. More than two grades below B-, or more than one grade of F, will constitute grounds for termination from the Graduate Program.
2. The Department of Psychology subscribes in full to the professional ethics guidelines of the American Psychological Association (APA) (<http://www.apa.org/ethics/code.html>)  
  
and the Temple University Student Code of Conduct ([http://www.temple.edu/assistance/main\\_code.html](http://www.temple.edu/assistance/main_code.html))  
  
and expects all graduate students to comply with such guidelines in the conduct of research, teaching, or clinical work. Knowing violation of these guidelines may constitute grounds for termination from the Graduate Program.
3. Students shall meet with their advisor on a regular basis and with their Doctoral Advisory Committee, once formed, at least annually. It is the responsibility of the student to convene such meetings.

4. The faculty of each Area of Specialization shall meet formally every semester to evaluate each of their students. The emphasis of the evaluation is on pooling information and ideas on outstanding accomplishments, achievements, problem areas, and general progress toward fulfilling the Ph.D. requirements. Information shall be provided by the student's primary advisor and other faculty members with direct knowledge of the student's performance. Students who wish to contribute information concerning their progress may do so.
5. Written feedback based on the faculty discussion shall be provided to each student on at least an annual basis. Such feedback shall provide information on problematic and/or commendable performance in graduate study and indicate whether the student is making satisfactory progress toward the Degree. In cases where the Graduate Area or Cluster faculty believe that a student's work or progress is unsatisfactory, the letter shall specify areas of deficiency, suggest a timetable and standards for subsequent evaluation of the student's performance and progress, and specify the possible consequences of failure to satisfy these recommendations.
6. In cases in which the graduate faculty in the student's Area of Specialization or Cluster determine that a student's progress is especially worrisome, and where termination from the program seems to be a possible course of action, the student may be placed on probation. The student shall be notified in writing of such action, and the letter shall explicitly note deficiencies in the student's performance that led to the student's being placed on probation. The letter shall also state the accomplishments that the student must demonstrate in order to return to good standing. If, after one semester of probation, a student's progress continues to be unsatisfactory, a warning of termination shall be communicated to the student in writing. If, after one semester following a warning of termination a student's progress continues to be unsatisfactory, the faculty in the student's Area of Specialization or Cluster may recommend termination from the program. A student who has received a warning of termination should understand what actions he or she must take to remedy their situation. If there is doubt, the student's advisor should be consulted for clarification. A student may appeal a formal action by meeting with the faculty in order to ask questions, present evidence of satisfactory progress, or provide any other information that might lead to a more accurate assessment and convince the faculty to reverse or alter the previous decision.
7. Recommendations for student termination shall be directed to the Graduate Committee, which will ensure that appropriate departmental procedures have been followed, vote on Area or Cluster faculty recommendations, and, in cases in which termination is recommended, notify the Graduate School of such action.

## **B. Policy Regarding Plagiarism**

The Department of Psychology adheres to the policies of the College of Liberal Arts regarding the definition and appropriate response to plagiarism by graduate students.

According to college guidelines, plagiarism includes (1) direct quotation or paraphrasing, or use of a structure of ideas, without proper credit (in general, passing off the work of others as one's own); (2) turning in a paper or other written assignment all or part of which has been copied from a print source, downloaded from the Internet, copied from other student papers, or bought from a term paper mill; and (3) turning in the same paper for two courses without receiving approval in advance.

Graduate students are expected to familiarize themselves, as well, with appropriate APA procedures for the citation of work written or conducted by others. An example of a questionable practice is the paraphrasing of a cited source that comes too close to the original language. In these situations, the main consideration is whether the student's act was done with the intent to deceive the reader. Repeated instances of sloppy citation or inappropriate paraphrasing may, under some circumstances, be treated as plagiarism.

If a faculty member suspects that a graduate student has committed plagiarism, the student shall be notified immediately. If, after discussing the matter with the student (in order to ascertain "intent to deceive"), the faculty member believes that plagiarism has been committed, the Chair of the department shall be notified. The Chair, in consultation with the faculty member, and the student's Area or Cluster Director, will determine the appropriate response, which may include an academic sanction (e.g., a grade of F in the course), a disciplinary sanction (e.g., referral to the University Disciplinary Committee, the Graduate School, or the department Graduate Committee), or both. In general, the Psychology Graduate Committee recommends that a student who has committed plagiarism be issued a grade of F in the course, which, under rules described in this document, are potentially grounds for dismissal from the graduate program.

## **VIII. DEPARTMENTAL REQUIREMENTS FOR THE M.A. IN PSYCHOLOGY**

A. Doctoral students who wish to obtain a Master's Degree in Psychology must fulfill the following requirements:

1. Completion of 36 hours of course credit (including no more than 6 hours of research or directed readings credit) earned in the Temple University Psychology Department (or approved by the department for transfer from other institutions) that shall include successful completion of four Core Courses.
2. Completion of a written Master's project, which takes the place of a Master's "thesis." The document shall be approved by a committee of at least three faculty, at least two of whom are Psychology Graduate Faculty. The format of the document should follow APA Guidelines. It does not need to be submitted to the Graduate School.
3. Download the Masters Degree Confirmation form which can be found on the Psychology website under forms.  
<http://www.temple.edu/psychology/Gradinfo/index.html>
4. Have your advisor sign the form, verifying that you have met the requirements for your MA and return the form to the graduate secretary, rm. 653.

## **IX. ELEVATION TO CANDIDACY FOR THE PH.D.**

All doctoral students must complete and successfully defend a written Preliminary Examination before their Doctoral Advisory Committee (see below). The Preliminary Examination is a critical review and synthesis of the literature in a specific area of interest, defined in consultation with the student's primary advisor and substantively related to the topic of the student's Dissertation. The Preliminary Examination should be modeled after published literature reviews in the field and should be evaluated by the criteria applied to reviews that are submitted for publication in scholarly journals. The acceptability of the Preliminary Examination and its oral defense shall be determined by the Doctoral Advisory Committee. A student whose Preliminary Examination or defense is not acceptable may retake the examination. Upon passing the examination, the "Preliminary Examination Report" is signed by the Committee members. Upon review by the department Chairperson or Director of Graduate Studies, the "Preliminary Examination Report" is submitted to the College of Liberal Arts. The form is available at

[http://mdev.temple.edu/gradschool/grad\\_school/forms.asp](http://mdev.temple.edu/gradschool/grad_school/forms.asp)

- A. A student is elevated to candidacy for the Ph.D. following the successful defense of the Preliminary Examination along with the acceptance of a Dissertation Proposal by the student's Doctoral Advisory Committee and submission of the research protocol to the appropriate University Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC). Students may be elevated while IRB or IACUC approval is pending. The approved proposal, with the approved IRB or IACUC form, where appropriate, must be filed with the Graduate School within 30 days of the proposal's acceptance by the Doctoral Advisory Committee. (Students whose Dissertation research is classified as exempt from IRB or IACUC review may simply submit their approved proposal.) The "Dissertation Proposal Transmittal Form" is available at [http://mdev.temple.edu/gradschool/grad\\_school/forms.asp](http://mdev.temple.edu/gradschool/grad_school/forms.asp)
- B. The Graduate School requires 6 credits of Dissertation Research to be taken post-candidacy. Dissertation research credits taken before elevation to candidacy do not count toward this requirement. Therefore, students should not register for Dissertation Research credits until a Dissertation proposal has been approved and a Preliminary Examination successfully defended. If a student has not yet had the oral defense for the Preliminary Examination but has completed the written documents for both the Preliminary Examination and Dissertation Proposal prior to the beginning of a given semester, and has a letter from his or her advisor attesting to this, the student may petition the Graduate Committee for permission to register for Dissertation Research credits, so long as the Preliminary Examination defense is scheduled to take place prior to the University deadline for dropping or adding courses.

## **X. POLICIES CONCERNING FINANCIAL SUPPORT OF GRADUATE STUDENTS**

The Department of Psychology makes an attempt to fund all doctoral students in the first through fourth years of graduate study provided they remain in good academic standing. This funding is not guaranteed, however, and a student's eligibility for funding is evaluated at the end of each

academic semester with respect to performance in courses, progress on major requirements, and professional development.

#### **A. Tuition Remission**

Financial support in the form of departmental assistantships is generally accompanied by tuition remission, but the department has limits on how many credits it will pay for any student who is supported by departmental funding. For non-clinical students, the Department will pay for no more than 9 credits per semester and no more than 72 credits over the course of the Graduate Program. For clinical students, the Department will pay for no more than 12 credits per semester for the first two years of graduate study, no more than 9 credits per semester for the remaining years of graduate study, and no more than 80 credits over the course of the Graduate Program. Please note that this limit applies to how many credits the department will pay for, and not to how many credits a student may take. Students who are supported by non-departmental funds (e.g., fellowships, extramural grants) should check with the source of their funding concerning tuition remission, since policies may vary. Tuition remission may be applied to courses outside the Psychology Department only if the courses are official courses of the Graduate School. Any student wishing to take a course outside the Department and, especially, outside the College of Liberal Arts, should ensure that the specific course is cross-listed as a Graduate School course. If it is not, the student is responsible for paying the tuition.

#### **B. Outside Employment**

Graduate students receiving university support in the form of a fellowship or assistantship may be employed outside Temple only with the approval of the Department Chair and the Dean of the Graduate School. In general, the Graduate School discourages outside employment of full-time graduate students. Funded graduate students who plan to work concurrently at other jobs should discuss these plans with their advisor. If the advisor believes the work plan is appropriate, the student should notify their Area or Cluster Director in writing of the plan. (Area or Cluster Directors may request additional information about the work and/or discuss the plan at an Area meeting.) Area or Cluster Directors will forward requests for approval to the Chair, who may forward a recommendation to the Dean of the Graduate School. The "Request for Other Employment" is available at [http://mdev.temple.edu/gradschool/grad\\_school/forms.asp](http://mdev.temple.edu/gradschool/grad_school/forms.asp), and should be submitted at least 21 days prior to the proposed start date of employment.

#### **C. Financial Support and Leaves of Absence**

The "Leave of Absence Request" is available at

[http://mdev.temple.edu/gradschool/grad\\_school/forms.asp](http://mdev.temple.edu/gradschool/grad_school/forms.asp).

When a student takes a leave of absence from the Graduate Program, the Department is not able to carry over to subsequent years the funding that had been allocated for that student. As a consequence, it is not possible to guarantee that a student who returns from a leave of absence will be given the same number of years of funding as he or she would have been given had the leave not been taken. Thus, for example, a student who takes a leave of absence during his or her second year of study and who returns one year later is put into the funding matrix as a third-year student (not as a second-year student). A student who takes a leave of absence and who returns after what would have been his or her fourth year of study is considered out of the

funding matrix, even if he or she had not actually received four full years of funding. The funding matrix includes all students who entered the Graduate Program within four years of the current academic year.

Although the department will make every effort to fund students for four years of graduate study, it is important that students understand that taking a leave of absence will likely affect their funding eligibility. Funding for students who entered the Program longer than four years before the current academic year (including students who have returned from a leave of absence) will be considered on a case-by-case basis after the department has met its obligations to students still in the active funding matrix.

## **XI. GUIDELINES FOR GRADUATE ASSISTANTSHIPS**

### **A. Purpose**

Graduate Assistantships are intended to augment graduate training by engaging students in teaching or research that contributes directly to their graduate work. Some, but not all, Graduate Assistants' employment is governed by a contract between the University and the Temple University Graduate Students' Association (TUGSA). Generally speaking, employment that carries "direct educational benefit" (e.g., when a student is a Research Assistant on a project that will contribute to the student's thesis or Dissertation research, or for which the student is receiving academic credit) is not governed by the contract, and students who will receive direct educational benefit from their employment must declare this in writing. In contrast, the employment of teaching assistants and the employment of research assistants who do not expect to derive direct educational benefit from their work is governed by the TUGSA contract. Further information on the contract may be found at <http://www.tugsa.org>.

### **B. Eligibility**

Graduate Assistants must have been admitted to the Graduate Program before beginning the assistantship, and must be enrolled full-time as defined by the Graduate School. The assistantship must be terminated immediately if the student fails to enroll or fails to maintain good standing in the program.

### **C. Assignments**

Graduate Assistants will normally be assigned to teaching duties in their home departments. Where appropriate, Graduate Assistants may be assigned to duties outside their home department. Graduate Assistants whose work is not governed by the TUGSA contract are expected to devote an average of 20 hours per week to their assignments, in addition to their full-time graduate studies. Graduate Assistants whose employment is governed by the TUGSA contract are expected to work in accord with the regulations specified in the contract.

### **D. Training and Supervision**

Teaching Assistants must participate in training programs provided by the university as preparation for teaching assignments. Where appropriate to the assignment, departments may

require students to participate in training offered by other departments or programs. Graduate Assistants assigned to assist faculty members in teaching must attend at least one full set of lectures in the course in which they are assisting; such required attendance may be limited to one semester for any course in which the student assists for more than one semester. Faculty members to whom Graduate Assistants are assigned must evaluate the competence and performance of the Assistants through direct observation.

### **E. Competence of Graduate Assistants**

1. Graduate Assistants must be competent to perform their assigned tasks. If, at any time during the Assistantship, Graduate Assistants are found to be unable, unwilling, or incompetent to perform their assigned tasks, they must be replaced immediately. If such Assistants cannot be reassigned to other appropriate duties, their Assistantships should be terminated, even if the period for which the Assistantship was offered has not expired. Any actions to terminate a Graduate Assistant whose employment is governed by the TUGSA agreement must comply with the TUGSA contract.
2. Graduate Assistants must be able to communicate effectively in English. All non-native speakers of English to whom Teaching Assistantships are awarded must be tested for proficiency in English through instruments chosen by the Dean's Office in consultation with the Graduate Committee; those students who are found to need additional training in English for effective teaching must complete the training program provided by the college to ensure English proficiency. Until such students have achieved the level of English proficiency required for teaching assignments, their duties must be restricted to those determined by the director of the College's training program to be appropriate to their level of English proficiency. Graduate Assistants who are required to participate in such English proficiency training but who fail to progress satisfactorily will be ineligible for Assistantships until they have successfully completed the College's training program.

### **F. Residence**

Graduate Assistants must normally remain in residence at Temple University during the entire period for which the Assistantship was awarded. However, with approval from their departments and the Dean's Office, Research Assistants who must perform some of their research at another institution may continue their Assistantships during a temporary absence from Temple University. Normally such absence can occur only once and cannot extend to more than one-half of one semester; exceptions to this guideline may be approved when justified by the nature of the research duties.

## **XII. DEPARTMENTAL OBLIGATIONS CONCERNING TEACHING ASSISTANTS**

The Department, in consultation with the student's Area of Specialization or Cluster faculty, is responsible for:

1. Evaluating students' records to determine their eligibility for awards.

2. Determining the competence of Graduate Assistants for their assignments, except in the case of English language proficiency of non-native speakers (see previous section).
3. Recommending appointments to the Dean. Departments must not represent to the student that binding offers of appointment can be made by anyone other than the Dean, and must ensure that students do not construe negotiations with the department or program as binding offers.
4. Assigning Graduate Assistants to duties consistent with Departmental and Collegial guidelines.
5. Training and supervising Teaching Assistants in accordance with the guidelines given above, and providing any other training and supervision deemed necessary by the Department.
6. Documenting evaluations of the performance of Graduate Assistants to be made available if the Assistant's competence is challenged through student complaints.
7. Keeping complete and accurate records of all Assistantships and reporting from them such data as the Dean's Office may require for monitoring.
8. Keeping accurate budgetary records to insure that stipends and tuition remissions do not exceed the budget allotted to the Department.
9. Distributing to Graduate Assistants copies of all documents relating to Departmental or Collegial policies on such matters as grading, attendance, withdrawals, plagiarism, research on human subjects, the Privacy Act, and others of which knowledge is expected of those assigned to teaching or research in the University.
10. Distributing to all Graduate Assistants copies of these College Guidelines, in the version compiled for Graduate Assistants

### **XIII. DEPARTMENTAL POLICY REGARDING STUDENTS ON FELLOWSHIP SUPPORT**

- A. It is expected that each student receiving a University Fellowship will use the first year of that support in the first year it is available.
- B. All students in the Ph.D. Program, whether or not they are on fellowship or other non-assistantship support, are expected to be actively involved in research. During the first year, research experience will typically be obtained by assisting in a faculty member's research project. In some cases, first year clinical students may be asked to participate in the work of the Psychological Services Center, in a way that is appropriate to their prior experience. All students are expected to work in close collaboration with a research sponsor, preferably staying with a given sponsor for at least one year. The time devoted to research in collaboration with a faculty member will vary depending upon the demands of particular situations; however, it will typically involve approximately twenty hours per week, and will seldom involve fewer than ten hours per week.

- C. The non-fellowship years will typically involve support via a teaching or research assistantship.

#### **XIV. PREPARING FOR THE DOCTORAL DISSERTATION**

Preparing for the Dissertation includes the formation of a Doctoral Advisory Committee (which must include at least three members) and, at a later date, the formation of a Dissertation Defense Committee (which must include at least six members, including the members of the Doctoral Advisory Committee). (For Graduate School policies and forms associated with the doctoral Dissertation, click here) ([http://mdev.temple.edu/gradschool/grad\\_school/policies.asp](http://mdev.temple.edu/gradschool/grad_school/policies.asp))

##### **A. Formation of the Doctoral Advisory Committee**

The doctoral candidate will initiate the Dissertation process by selecting a Doctoral Advisory Committee chairperson. The candidate, in consultation with the Committee chairperson, will select the remaining Doctoral Advisory Committee members. The Doctoral Advisory Committee must be formed before the student has a Dissertation Proposal approved. The Committee supervises the development of and approves the Dissertation Proposal, and oversees the Dissertation research. The Doctoral Advisory Committee is chaired by the student's major advisor. It is not necessary to form a Doctoral Advisory Committee until the student is ready to begin work on the Dissertation Proposal. Approval forms can be obtained from the Departmental graduate office.

##### **B. Composition of the Doctoral Advisory Committee**

The Doctoral Advisory Committee must include at least three graduate faculty members from the Temple University Psychology Department. The Doctoral Advisory Committee may be expanded beyond three members to include other Temple graduate faculty (from inside or outside the department) and/or experts holding the doctorate or the appropriate terminal degree in their field (e.g., M.D.) from outside the University, provided that a majority of the members of the committee are members of Temple's Graduate Faculty. Any student who wishes to form a Committee whose composition differs from these requirements must receive approval from the Psychology Department Graduate Committee and the Dean of the Graduate School. The composition of each student's Doctoral Advisory Committee must be approved by the Director of Graduate Studies. Once the Doctoral Advisory Committee has been formed, it may not be changed except in those cases where a committee member withdraws because of circumstances that make participation impossible. All changes in committee composition must be approved in writing by the Chair of the Department or the Director of Graduate Studies. Note that appointments of non-Temple faculty members to a Doctoral Advisory Committee must be approved by the Graduate School (See form "Nomination for Service on Doctoral Committees," [http://mdev.temple.edu/gradschool/grad\\_school/forms.asp](http://mdev.temple.edu/gradschool/grad_school/forms.asp))

##### **C. Formation and Composition of the Dissertation Defense Committee**

The committee that reads the Dissertation and hears the oral defense is known as the Dissertation Defense Committee. The Dissertation Defense Committee shall consist of at least six

individuals, including the Doctoral Advisory Committee plus additional graduate faculty readers, selected either from within or outside the Department. The Dissertation Defense Committee may include individuals from outside Temple University, so long as they hold the Ph.D. or equivalent degree and have expertise in the subject area of the Dissertation, and so long as the majority of Committee are members of the Temple University graduate faculty. Composition of the Dissertation Defense Committee must be approved in writing by either the Chair of the Department or the Director of Graduate Studies at least one month prior to the scheduled date of the oral examination. Any student wishing to appoint a non-Temple faculty member to his or her Dissertation Defense Committee must complete the Graduate School form, "Nomination for Service on Doctoral Committees" ([http://mdev.temple.edu/gradschool/grad\\_school/forms.asp](http://mdev.temple.edu/gradschool/grad_school/forms.asp)) and have the nomination approved by the Department of Psychology, College of Liberal Arts, and Graduate School. It is not necessary to complete this form for any committee members who are members of the Temple graduate faculty.

#### **D. Dissertation Format**

A student may elect to write the body of the Dissertation in the traditional format approved by the Graduate School and in compliance with APA publication guidelines, or in a journal article format that complies with APA standards for published journal articles. If the Dissertation is in journal article format, the more elaborate literature review, results, and tables should then appear in the appendix section of the Dissertation. The "Format Review Request" is available at [http://mdev.temple.edu/gradschool/grad\\_school/forms.asp](http://mdev.temple.edu/gradschool/grad_school/forms.asp).

The oral defense will be based upon examination of both the body and the appendices of the Dissertation. For the guidelines on formatting, please visit <http://astro.ocis.temple.edu/%7Eepip>

#### **E. Dissertation Oral Defense**

A minimum of one month prior to the scheduled date of the oral defense, the candidate will notify the Department by turning in the "Announcement of Oral Defense" form and provide a copy of the Dissertation to the Department main office. Written notification of the defense will be distributed by the Department Chair to all Psychology Faculty members. All faculty members and graduate students in the Department are invited to attend the oral defense. Oral defenses also are open to the Temple University academic community, which generally includes all Presidential faculty.

The Graduate School requires a minimum of one month's advance notice in order to schedule Dissertation Defense Examinations. Students shall notify the Department Graduate Secretary at least 30 days before the examination date, so that the department can file the necessary paperwork with the Graduate School and can post an announcement of oral defense in the Department. The form "Announcement of Oral Defense" is available at [http://mdev.temple.edu/gradschool/grad\\_school/forms.asp](http://mdev.temple.edu/gradschool/grad_school/forms.asp). The Graduate School will not approve Dissertation defenses that are not scheduled in accord with this policy.

The Dissertation Defense is to be chaired by a member of the Dissertation Defense Committee, but may not be chaired by the Chair of the Doctoral Advisory Committee (the major advisor). The Chair of the Dissertation Defense Committee has no special responsibilities other than to

call the meeting to order and oversee the examination process. When filing the appropriate final defense forms, the candidate should ensure that the person designated as the chair of the oral defense is not the chair of the student's Doctoral Advisory Committee.

The oral defense constitutes an examination. The form "Certification for Acceptability of Dissertation/Thesis" is available at [http://mdev.temple.edu/gradschool/grad\\_school/forms.asp](http://mdev.temple.edu/gradschool/grad_school/forms.asp).

A student will either:

- (a) pass with distinction;
- (b) pass;
- (c) pass conditionally; or
- (d) fail.

Distinction is awarded by a letter to the student from the Departmental Chair after a recommendation is received by the student's advisor.

A student will not pass the orals if more than one member of the six member oral defense committee votes against passage. There are three areas in which the Examining Committee can find deficiency:

1. The research method, analysis, or theoretical exposition does not meet adequate standards of scholarship. This may require additional research, analysis, and writing. Another oral defense may be required at the discretion of the student's committee.
2. The student has not fully analyzed or has not presented the material in a satisfactory manner. Another examination meeting may be required, or it may be possible to pass the student conditionally at the discretion of the committee. If the Dissertation has been passed conditionally, the committee will detail, in writing, the conditions that need to be satisfied for formal passage, including, if necessary, another oral defense.
3. The student's oral defense of an acceptable Dissertation is judged inadequate. This situation would require another defense with the same committee. This second defense must occur within 90 days of the original defense.

## **XV. STUDENT GRIEVANCE PROCEDURES**

- A. Any problem with Departmental policy should first be presented to the appropriate departmental committee or to the Graduate Committee.
- B. The first step for handling a grievance a student has with a professor is for the student to make every effort to settle this with the professor directly. Students who feel they need help with this first step should feel free to consult with people in an appropriate student organization, their advisor, their Area or Cluster Director, or the Director of Graduate Studies. See also <http://www.temple.edu/assistance/ccIId.html>
- C. If no satisfaction is gained at the first step, a written report should be submitted to the Department's Grievance Committee, containing, insofar as possible, all the pertinent information, steps already taken by the student, etc. The committee will consider this

report and take any action it deems appropriate, which may include asking the student to discuss the problem further with the committee.

- D. If this is a grievance with an individual professor, the professor will be offered the opportunity to provide information regarding the conflict. The professor is, of course, free to respond to such a request or to refuse it. On the basis of this information, the committee will attempt to make specific recommendations regarding possible solutions to the student and professor.
- E. If the committee is unable to do this, or if the professor chooses, as is his or her prerogative, not to rely on the committee for assistance in resolving the problem, the committee will present a written report of any deliberations completed to the Graduate Committee.
- F. If the grievance concerns departmental policy and the student has not received satisfaction from the appropriate departmental committee, the Grievance Committee will collect information from the student and the relevant committee and present a formal report to the faculty for their consideration. The student will be informed of the progress of this proceeding.
- G. Although the Department encourages students to attempt to resolve grievances via the procedure outlined above, students are always free to file grievances with the appropriate College or University Committees. Guidelines for such procedures may be obtained from the College of Liberal Arts or from the Graduate School.

**XVI. AREA REQUIREMENTS**

In Addition to fulfilling the requirements for the Ph.D. in Psychology detailed in Section III of this document, students must fulfill the specific area requirements of the program in which they are enrolled, as follows:

**A. ADDITIONAL REQUIREMENTS FOR BBC (Brain, Behavior, and Cognition)**

1. Core Courses. Of the four core courses required by the department, at least one must be either Psy 8312 (Cognitive Psychology) or Psy 8712(Behavioral Neuroscience).

2. Basic BBC Course. Students must take, from the list below of basic courses offered by BBC, the course that is central to their area of interest. The course taken to fulfill requirement 1 may also fulfill this requirement.

- Cognitive Psychology (8312)
- Learning & Behavioral Analysis (5103) Behavioral Neuroscience
- (8712)
- Topical Seminar in Sensory and Perception (number varies)

3. First-Year Project. Students must make substantial progress on a research project in their first year. This project should be developed in collaboration with the advisor. A presentation describing the project must be given before the last day of classes in the spring semester. The quality of the project must be such that, assuming the data are not equivocal, it can be submitted

to a research journal. These presentations will normally be made during the weekly area meetings and must be presented before at least the advisor for the researcher's project and two other faculty members from within the program. Continuation in the graduate program is contingent on successfully completing this project.

4. Preliminary Examination. The Preliminary Paper and Oral Exam must be completed by the end of the 1<sup>st</sup> semester of the third year.

## **B. ADDITIONAL REQUIREMENTS FOR CLINICAL PSYCHOLOGY**

1. Four Core Courses Completed in the First Five Semesters. Psy 8412 (Psychopathology) and Psy 8012 (History and Systems) are required of all clinical students. The other two core courses are to be selected from the remaining Departmental core course offerings.

2 Clinical Psychology Area Required Content Courses. All students must complete the following courses: Psy 8433 (Clinical Psychology: Scientific & Professional Dimensions), Psy 8413-8423 (Psychological Assessment I and II), Psy 8411 (Cognitive and Behavioral Therapies and Empirically-Supported Therapies), Psy 9411 (Research Methods in Clinical Psychology), and Psy 8410 (Multicultural Issues in Clinical Psychology).

3. Clinical Psychology Topical Seminars. All students must take two Clinical Psychology topical seminars (Psy 8420, 8430) selected from offerings that vary from semester to semester (e.g., Affective Disorders, Anxiety Disorders, Developmental Psychopathology, Grant Writing). Courses with numbers other than Psy 8420 or 8430 will be considered as meeting this requirement only on prior petition to (and approval by) the Clinical Psychology Faculty.

4. Clinical Psychology Case Conferences. Required of all students in their first 4 years (with the exception of 4<sup>th</sup> year students who may be on community placement when Case Conferences are scheduled). Case Conferences fulfill a variety of important program functions, including meetings of the Director of Clinical Training or Clinical Faculty with the graduate student body, training in various Psychological Services Center procedures, and exposure of students to guest speakers and various topics including, but not limited to, ethical issues, multicultural and individual diversity, consultation and supervision, and training in empirically supported treatments.

5. Departmental Electives. Two additional elective courses must be taken outside the Clinical Psychology Area but within the course offerings of the Department of Psychology.

6. Clinic Teams. Students must be enrolled in a "clinic team" (Clinical Practicum; Psy 9287, 9387, 9487, 9587, or 8463) for each of the 4 semesters of their second and third academic years in the Clinical Psychology Area. Second year students on a clinic team receive training and experience in the assessment and psychological treatment of clients at the Department of Psychology's Psychological Services Center. Third year students on a clinic team may similarly be placed at the Psychological Services Center, but some may be placed with the approval of the Clinical Faculty in community clinical settings. Each semester, students' preferences for clinic team supervisors are solicited, and the Director of the Psychological Services Center and the Director of Clinical Training arrange team assignments, taking student's preferences and past

clinic team assignments into account. Additional clinic team experiences during summers are necessary for clinical training and the operation of the Psychological Services Center but do not satisfy the clinic team requirement. During a student's fourth year, arrangements may be made for an optional practicum in a community setting on the approval of the student's advisor and the Director of Clinical Training or his/her designee.

7. Pre-Dissertation Research Project. This project must be completed by April 15th of the student's 2nd year in the program. It is supervised and must be approved by a member of the Department of Psychology faculty. The student presents a synopsis of the pre-dissertation research project at a research day in the fall semester of the following year. Students wishing to obtain a Master's degree prior to completing the Ph.D. may use this research as the basis for a Master's thesis.

8. Preliminary Examination. The preliminary examination paper and oral examination must be successfully completed before October 15th of the student's fourth year in order for the student to apply for an internship placement in the following year.

9. Dissertation Proposal. The Dissertation Proposal must be successfully completed before October 15th of the student's fourth year in order for the student to apply for an internship placement in the following year.

10. Internship. A 2,000 hour predoctoral internship is completed in the fifth or sixth year. The Internship site supplies a mid-year and end-of-year evaluation of the student, which becomes a part of his/her graduate record. A student must be continuously registered and therefore should register for 1 credit for internship during semesters when he/she is off campus. A total of 2 internship credits are required for graduation. The Clinical Psychology Area requires an internship approved by the American Psychological Association.

### **C. ADDITIONAL REQUIREMENTS FOR DEVELOPMENTAL PSYCHOLOGY**

1. Core Courses. Core courses must include Developmental Psychology and History and Systems in Psychology.

2. Elective Courses. Six didactic graduate courses, in addition to the four course and the two statistics courses required by the department, at least three of which must be topical seminars within the Developmental Area. These six courses will be selected by the student in consultation with the student's advisor.

3. Advisor. Selection of Advisor (at end of first year) and co-advisor (at end of third semester)

4. Predissertation Research Project. Completion of the Predissertation research project includes presentation of a research idea at an informal brownbag before students and faculty in the Developmental Area, generally during Spring semester of the first year, and a formal presentation of the completed project Before Area students and faculty, generally in Fall semester of the third year. Submission of the project for publication and presentation at professional meetings are recommended but not required

## **D. ADDITIONAL REQUIREMENTS FOR SOCIAL PSYCHOLOGY**

1. Core Courses. Of the four graduate core courses required by the Psychology Department, one must be the core course in Social Psychology (8612)

2. Design and Statistics Requirement. Four methodological courses (12 credits), which must include Graduate Statistics I (8011) and Graduate Statistics II (8021). Courses that will fulfill the additional two requirements in this set include:

1. Survey of Multivariate Techniques
2. Any methodological special topics course in Psychology
3. Any course in the Statistics Department (see Graduate Bulletin for listing)
4. A methodological course offered outside of Psychology or Statistics, as long as the student's advisor and Area Director approve it.

3. Electives. A minimum of five additional didactic graduate courses in the Psychology department (15 or more credits). Graduate courses in other departments in the College of Liberal Arts are acceptable with the approval of the student's advisor. Courses in the Fox School of Business and Management and elsewhere in the University may also be acceptable, but the student should obtain the approval of his or her advisor, the Social Psychology Area Director, and the Department's Director of Graduate Studies before registering for those courses.

4. Directed Readings. No more than six credits of directed readings courses can be counted towards the 72 credit total required by the department.

5. Predissertation Research Projects. Students are required to engage in a series of research projects, beginning in their first year of study. Temple does not offer a terminal Master's degree in Social Psychology. However, students are permitted to obtain a Master's degree on their way to a PhD, and are required to complete and present research equivalent to a Master's thesis by the end of their second year. Students should submit a proposal for their Master's thesis to their advisor by the end of the first year of study. The thesis proposal may be related to a student's first year project or it may represent a new project.

6. Preliminary Examination. The written preliminary examination is submitted to every faculty member in the program area for evaluation and defended orally in front of the program faculty.

7. Doctoral Dissertation. Students should form a dissertation committee and submit a formal detailed proposal to this committee early in their fourth year. The student should develop the proposal in close consultation with the members of their committee and particularly the chair.