

GENERAL REQUIREMENTS FOR DOCTORAL STUDENTS

DEPARTMENT OF PSYCHOLOGY

UNIVERSITY OF NOTRE DAME

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Prologue

This document describes the Psychology department requirements for doctoral students. Students should consult their programs for program descriptions and specific program requirements. Students should also consult the *Graduate School Bulletin of Information*, and *duLac: The Graduate and Professional Student Handbook*. All university, department, and program information is available in paper and also electronically via university and departmental websites. Students are responsible for coordinating information from the university, department, and program documents. Students are also responsible for ensuring they have the most current information.

The doctoral graduate program is built on the assumption that knowledge of basic psychology and psychological methods is required for careers in both basic science and applied behavioral science. Solid training in general content areas, methodology and scientific writing prepares the student to make an active contribution to scholarly research in academia or to solve problems in various community, clinical, or other nonacademic settings. Our goal is that students become active pursuers of knowledge, and understand the ways in which knowledge already acquired can be put to use in practical settings.

The Psychology Department is divided into the doctoral graduate program areas of Cognitive, Counseling, Developmental, and Quantitative.

Cognitive. Doctoral candidates in cognitive psychology can acquire knowledge in several areas of cognition, including human memory, attention, psycholinguistics, perception, sensation, neuropsychology, and higher order processes, as well as expertise in experimental methods and quantitative analysis. Research in these substantive areas stresses issues in memory retrieval, spatial cognition, language production and comprehension, visual and auditory processing, attention, cognitive neuroscience and aging. A sophisticated array of empirical and theoretical methodologies are used, including eye tracking, event related potentials, psychophysical scaling, and mathematical modeling. This combination of experiences prepares students for postdoctoral careers in university, industry, and government settings.

Counseling Psychology (APA accredited). The doctoral program in counseling psychology is built upon a scientist-practitioner model of training, with an emphasis on using quantitative methods to understand psychological processes. It capitalizes on the traditional strengths of both counseling and clinical psychology in understanding adolescent and adult developmental problems as well as the emergence of behavioral disorders in children. Research efforts involving college students and young adults focus on multi-cultural counseling competence, counseling process, the effects of gender and racial discrimination, the development of healthy lifestyles, and the effects of self-presentation and self-disclosure on everyday interactions and the counseling process. Still other research programs emphasize later life transitions and adaptations such as marriage and marital satisfaction, stress, depression, cognitive vulnerability, managing serious health problems, and successful aging. The University Counseling Center and local community mental health agencies provide the settings for practicum experiences. The program produces academically oriented psychologists who appreciate how science and practice inform each other and how both are indispensable in the advancement of our discipline.

Developmental. Doctoral candidates in the developmental program study development of individuals and families and how the two interrelate. A life-span perspective is emphasized. Typical as well as atypical development, normative transitions, and the impact of nonnormative events are examined. The methodology of developmental research is stressed and effort is made to generate knowledge and theory which have potential for application to social issues related to the development of individuals across the life span. The emphasis is on developing substantive knowledge bases necessary for careers in research and scholarship, in teaching, and in intervention. Concentrations in developmental psychology vary according to the specific interests of students and fit into three categories: cognitive development, socioemotional development, and developmental psychopathology.

Quantitative. Doctoral candidates in the quantitative program receive advanced training in statistical methods and quantitative models applicable in psychology. The quantitative area emphasizes a wide range of topics, including traditional analysis of variance and regression, longitudinal analysis, structural equation modeling, factor mixture model, finite mixture modeling, and categorical data analysis. Quantitative students will typically apply these methods to a topic in a substantive area of psychology, such as cognitive, counseling, or developmental. The psychology department places great emphasis on quantitative and methodological skills throughout all of its various programs and in the training of all of our graduate students. The quantitative student will receive advanced training in one or more areas of statistical or mathematical modeling and is encouraged to actively collaborate with faculty from other areas of the department on substantive research in order to develop a practical as well as theoretical understanding of methodology. The program intends to develop in the student a broad set of methodological skills as well as a particular area of specialization that best fits the student's interests. Faculty specialize in analysis of variance, factor mixture modeling, longitudinal modeling such as hierarchical linear modeling, and structural equation modeling.

Course of Study

The doctoral graduate program in psychology consists primarily of two stages. The first leads to a master's degree and requires a minimum of 30 credit hours (24 hours of course work and 6 hours of research), presentation of a first year project, the passing of a master's proposal defense, and the completion of a thesis and/or a research project.

The second stage of the program ordinarily involves additional course work, research activity, practicum (counseling program), doctoral preliminary examinations, work on the dissertation and internship (in the counseling program). It is expected that the student will complete the doctor of philosophy degree in five years. Department requirements include: Quantitative Methods (PSY 60100 and 60101, taken in the first year), at least four graduate-level seminars, and either a Graduate research methods course (PSY 60161) or Psychological Measurement (PSY 60121), and one additional statistics course. Counseling students may substitute Research Methodology (PSY 60160) for PSY 60161. In all, students must achieve a total of 55 or more credit hours (including the credit hours earned for the master's degree). The awarding of the doctor of philosophy degree requires: a) satisfactory performance on the preliminary examination, b) completion of course

requirements with a "B" average, and c) submission of an approved dissertation to the Graduate School. Students must earn at least a B- in each of the following courses: 60100, 60101, 60121, 60160 and 60161, and the additional required statistics course.

Deadlines

A. For students entering prior to Fall 2004:

In order to expedite student progress through the doctoral program, a set of departmental deadlines has been established (see Appendix 1a). These departmental deadlines create a timetable for completing the six major departmental requirements of the doctoral program: first-year project, MA proposal, MA defense, doctoral written exams (prelims), doctoral oral exam to propose dissertation research, and doctoral defense of the dissertation. For each requirement two target dates have been identified: The satisfactory standing date corresponds to a date for completing the requirement according to the recommended guidelines. The terminal date corresponds to a date by which the requirement must be completed. Students who do not complete a given requirement by the terminal date may be asked to leave the department. Each date is expressed as a specific day/month in years that are numbered since matriculation in the program. For example, the satisfactory date associated with the master's proposal is March 7th, Year 2. This means that second year students should target March 7th of their second year for holding their proposal defense.

B. For students entering Fall 2004 and Fall 2005:

Appendix 1b provides suggested deadlines. Note that these suggestions are a guide or template for graduation in 5 years. Students are responsible for understanding and meeting their program deadlines, which may or may not differ from the suggested deadlines in Appendix 1b. Students are also responsible for undertaking their program's procedures for deadline extensions.

C. For students entering Fall 2006 and later:

Students should consult their program documents for deadlines. Students are responsible for understanding and meeting their program deadlines. Students are also responsible for undertaking their program's procedures for deadline extensions. Students must also meet the first year project deadline which is a departmental deadline (see Appendix 3).

D. For all students, regardless of year of entry:

At the beginning of the first year of graduate school, each student should meet with his or her advisor, and articulate a 5-year plan to assure that the student will complete his or her doctoral degree in a timely manner. Two additional Graduate School policies should be noted. First, students must pass their oral candidacy exams and get their dissertation proposals approved by the end of the fifth year (the 10th semester) or they will lose their funding until these deadlines are met. Second, students have 8 years of academic and financial eligibility to complete their Ph.D. After those 8 years, all funding is cut off and degree eligibility is forfeited. However, if students are making satisfactory progress on their dissertations, they may apply for an extension of their

academic eligibility. Please note that the department guarantees funding for 5 years only, provided the student is in good standing.

By December of year 5, students who are making good progress but anticipate needing an additional year may petition the graduate committee for a 6th year of funding. A supporting letter from the advisor should accompany the petition. The petition needs to propose new deadlines for any unmet requirements to be accomplished. Post 6 years, the petition for funding also has to be sent to a committee at the Graduate School.

Please note that although students may request funding for a 6th year, such funding is not guaranteed and will depend upon financial resources.

For all degree requirements, students (in consultation with their faculty advisor) need to provide the departmental office with appropriate documentation (a) for applying for permission to attempt completion of the requirement and/or (b) for reporting the outcome of all such attempts. A listing of all necessary program application and report forms is provided in Appendix 2, and copies of each form are included in the Forms Packet (see Department website).

Student Evaluations and Determination of Good Standing

Programs are responsible for conducting student evaluations. These evaluations are conducted at least annually, and may occur more frequently. Typically, annual evaluations occur in late spring. Each program's evaluation procedures and criteria for good standing are described in detail in their program documents.

All programs must inform the student and department of the results of the evaluation in a timely fashion. Evaluation letters are to be written by the program to the student and copied to the student's department file. In the evaluation letter, programs must formally state whether or not the student is in good standing. The program should also make a recommendation to the department about continued funding. Please note that the department requires a minimum GPA in departmentally required courses, described above. The Graduate School requires a minimum GPA of 3.0. Students whose GPA falls under 3.0 for two consecutive semesters can have their funding terminated. Please consult the *Graduate School Bulletin of Information* for additional information (see Graduate School website).

Full Time Status

Students must be enrolled for 9 credits per semester to be considered full-time until course hours are completed. Once course hours are completed students must be enrolled for at least one credit to be considered full-time.

Elections for Graduate Student Representatives

A. A program (i.e., cognitive, counseling, developmental, quantitative) that has four or more students may elect one graduate student representative to attend faculty meetings. Students in a

specific graduate program nominate potential representatives from within their own program. As such, students in a particular program are not allowed to nominate potential representatives for other programs. From the list of nominees, students will vote for a representative for their program only. The nominee from each program who has the most votes, provided a majority has been attained, will be the representative for that program. In any program election where a majority is not attained, the top two candidates will participate in a run-off election. The representatives elected from each program will serve a one-year term as graduate student representatives to the faculty meetings.

B. Students in all programs shall also elect two Graduate Committee representatives. The two with the most votes will serve a one-year term as representatives to the Graduate Committee

C. Students in all programs shall also elect two Graduate Student Union representatives. The two with the most votes will serve a one-year term as graduate student representatives to the Graduate Student Union.

Service Requirements

A. For students admitted in 2004 and later:

All students will serve as a teaching assistant and/or instructor of record for at least two semesters as a requirement for their doctoral degree. This requirement is independent of source of funding. For incoming students in Fall 04 and beyond, students who serve as teaching assistants for at least 2 semesters will fulfill the requirement with their assignment. Students who serve as research assistants will serve as a TA for two semesters. During this time, they may be picked up with departmental funds, but only if the RA stipend that would have supported that student is used to pick up an existing student (preferably one that has served as a TA, enabling that student to garner additional research experience). Otherwise, the research assistant will be funded with research monies while fulfilling their teaching. This funding decision is up to the discretion of the faculty with the research monies.

Current graduate students who entered with the original service requirement (see below) in effect will be allowed to choose to fulfill either the original service requirement or the new two semester teaching requirement. If these current students have served as a teaching assistant for at least two semesters during their tenure at Notre Dame, the new requirement will be considered to be fulfilled.

B. For students admitted prior to 2004:

In addition to their assignment (for which they receive a stipend), each student is required to perform one semester of departmental service during the five years of their academic career. Typically this service requirement is fulfilled by serving as a teaching assistant or instructor of record, although occasionally it can be fulfilled in another way (e.g., special research assistant, administrative assistant). Student should consult with their advisors to determine the academic year in which they might ideally fulfill their service. During the spring semester before the relevant academic year, the student shall inform the graduate director of his or her preference for completing

the service requirement, using the form for assignment preferences that is sent to all students annually. The student should indicate both the preferred semester for completing the service (fall, spring, summer) and the preferred means (e.g., teaching assistantship, including specifying preferred courses). While the graduate director will make every effort to honor the student requests, he or she will factor in not only the preferences of the students but also the needs of the department in making the service assignments.

Grievance Procedures

Descriptions of departmental and Graduate School grievance procedures are contained in Appendix 7.

Certification in the Practice and Philosophy of Teaching Psychology Jointly sponsored by the Psychology Department and the Kaneb Center

This is an optional program for students who want to work on teaching, both while serving as TAs and instructors at Notre Dame, and for teaching in future positions. The result is a certificate of completion.

Required elements for Psychology-Kaneb Teaching Certificate:

1. INTRO TA Orientation
2. 60612 or related
3. PSY 60299
4. 5 Kaneb Workshops, with a minimum of one per year. One must be from each major section (class management, technology, course development, career development, learning styles)

Column 1 shows major areas that should be addressed in training; Columns 2-5 represent the individual components; X indicates area is covered in that component.

	INTRO TA Orientation	Kaneb Workshops	60612 – Teaching in the Social Sciences	Psy 60299: Theory of Teaching/Learning
	Mechanics	Mechanics	Mechanics	Theory
Univ Policies				
Class Management				
Class time		X		
Motivation		X		
Teaching large classes		X		
Successful teaching	X		X	X
Leading a discussion	X			X
Learning/class goals				X
Environment for learning	X		X	X
Dealing with problem beh.				X
Teaching styles			X	
Learning styles		X	X	X
Technology		X	X	
Course Development				
Syllabus			X	
Lesson Plans		X	X	X
Group Projects		X	X	X
Building Tests/Exams			X	X
Grading Papers	X		X	
Grading Exams		X	X	X
Midsemester Evaluation		X		
Career Development				
Teaching Portfolio		X	X	X
Teacher vs. Researcher			X	X
Interviewing Skills		X		
Job Talk				X

OUTLINE OF REQUIREMENTS FOR ALL DOCTORAL STUDENTS

Requirements for the master's degree:

1. The minimum residency requirement for the master's degree is registration in full-time status for one semester during the academic year or for one summer session.
2. Grade point average of 3.0 or better.
3. (a) Completion of Statistics (PSY 60100 and 60101), with a grade of B- or better in each.
(b) Completion of any additional program requirements.
4. Completion of a minimum of 30 credit hours composed of a minimum of 24 course hours (letter-graded classes) and not more than 6 Thesis Research credits (S/U- graded)
5. Presentation of the first-year research project.
6. Successful defense of the MA thesis proposal. See Appendix 4 for details regarding proposal defense and completion of the thesis. Submit the MA proposal Application (Form MP-A) and the Proposal Report (Form MP-R).
7. Satisfactory status in terms of rate and quality of progress as determined in yearly evaluations by program faculty.
8. Admission to candidacy for the MA degree. Students may be admitted to candidacy after fulfilling the residency requirements and passing the defense of the thesis proposal. To qualify for admission to candidacy, a student must be in a master's degree program. He or she must have been enrolled in the program without interruption and maintained a minimum cumulative G.P.A. of 3.0 in approved course work. A student who seeks admission to candidacy in a research master's program must also demonstrate research capability and receive departmental approval of his or her thesis proposal. Admission to candidacy is a prerequisite to receiving any graduate degree. It is the student's responsibility to apply for admission by submitting Master's Candidacy application (Form MC-A), to the department. The applicable deadline is published in the Graduate School calendar.
9. Satisfactory implementation and completion of the master's thesis and a meeting to defend the thesis (See Appendix 4).

Requirements for the doctoral degree:

Requirements to be completed before doctoral written preliminary exams can be taken:

1. The minimum residency requirement for the Ph.D. degree is full-time status for four consecutive semesters (including the summer session).
2. Grade point average of 3.0 or better.

3. Completion of Advanced Research Methods (PSY 60161) or Psychological Measurement (PSY 60121), and one additional statistics course. Counseling students may substitute PSY 60160 for PSY 60161.
4. **Course/Credit Hours:** Students must complete a minimum of 55 total credit hours for the PhD. A minimum of 30 of these credit hours must derive from letter-graded courses and 25 of these credit hours may derive from a combination of S/U-graded research credits and/or additional letter-graded coursework. Additional course hours (beyond the 30 required by the Department) may be required by programs. At least 24 of the required 30 letter-graded course credits are to be completed during the Master's work. S/U-graded research credits may include 6 from the MA and additional research credits (e.g., Research and Special Topics; Dissertation research) from the doctoral work. There are no Department required minimums or maximums for doctoral-level Research and Special Topics credits or Dissertation research credits. Upon request, 24 hours of credit may be transferred from a previous pertinent master's degree completed at another University.
5. Completion of service requirement.
6. Completion of MA degree (including a successful defense of an empirical master's thesis).
7. Starting with students admitted in 2006, students must receive an invitation from their program to apply for doctoral candidacy. Ordinarily, these invitations will be issued by the end of the third academic year, but before Prelims are taken. In some cases, a decision to invite may be delayed beyond the end of the third year if the MA Thesis defense has not yet been defended and approved. In any case, students will not be able to complete Prelims or embark on any other Doctoral level work without this specific program invitation. Each program has specific procedures designed to examine the student's record and reach the determination to invite or not invite the student to proceed with Doctoral level work. All programs will conduct this evaluation expediently following (1) the successful defense of the student's MA Thesis; or (2) the student missing the program's deadline for the successful defense of the MA Thesis. Note that this invitation process occurs earlier and is distinct from the Admission to Doctoral Candidacy requirement which occurs after the dissertation has been successfully proposed (see number 3 in "Other Requirements" below).
8. Continued satisfactory yearly evaluations from the faculty. In addition to the department deadlines listed in Appendix 1, the student must fulfill all doctoral requirements, including the dissertation and its defense, within eight years from the time of matriculation. Failure to complete any of the Graduate School or departmental requirements within the prescribed period results in forfeiture of degree eligibility. For a student who has received a leave of absence, program deadlines will be adjusted accordingly.
9. Submission of Application for Doctoral Students to Take Written Preliminary Examinations (Form DW-A). The application is due at least 6 weeks prior to the test dates. The graduate committee will normally inform the student of approval/disapproval within three weeks after receipt of the application.

10. Successful completion of preliminary examination. See above and Appendix 5.
11. Admission to doctoral candidacy. This can occur as soon as the preliminary exam and the oral proposal exam have been passed. Submit Doctoral Candidacy Application (Form DC-A) and sign the Graduate School form in department office.
12. Successful completion of doctoral oral examination to defend dissertation proposal. Submit Doctoral Oral Exam Application (Form DO-A) and Doctoral Oral Exam Report (Form DO-R). See Appendix 6 (A) for details.
13. Satisfactory completion of the dissertation. See Appendix 6(B).
14. Successful completion of final oral defense of the dissertation. Submit Doctoral Defense Application (Form DD-A) and Doctoral Defense Report (DD-R). The application and three Reader's Reports must be received by the Graduate School at least 10 working days before defense meeting in order for them to find an outside chair. See Appendix 6(B) for details. Faculty must have at least one week between the receipt of the student's document and reader's report and approving the document (via signing the reader's report) for the defense. Some faculty may require more time. The student should check on this in advance. It is the student's responsibility to distribute the document and the reader's reports, and to make certain that the reader's reports are received by the Graduate School in accordance with its deadlines.

Appendix 1a

DEPARTMENTAL DEADLINES – For Students Admitted Prior to Fall 2004

DEFINITIONS:

Dates

Date (S) - Recommended completion date

Date (T) - Date of automatic termination

Date format: MM-DD (month-day) Y (year number since matriculation)

Progress-Related Program Status Categories

Satisfactory status - means that each requirement is completed on or before its respective Date (S).

Unsatisfactory status - means that requirement was not completed by the recommended date.

Terminal status - means that a particular requirement was not completed by the final deadline. Students will be notified in writing that they are no longer in the program.

Requirements

First-Year Project

Date (S): September-Year 2

Date (T): January-15-Year 2

Doctoral Written (Prelims)

Major

Date (S): September-30-Yr 4

Date (T): January-30-Year 5

MA Proposal

Date (S): March-7-Year 2

Date (T): September-30-Year 3

Doctoral Oral

Date (S): January-30-Year 4

Date (T): January-30-Year 6

Note: Grad School Deadline by end of Year 5 to maintain funding

MA Completed Defense

Date (S): January-30-Year 3

Date (T): September-30-Year 4

Doctoral Defense

Date (S): January-30-Year 5

Date (T): January-30-Year 7

Note: Departmental funding (stipend) guaranteed only until end of Year 5. Grad School Deadline for tuition

*other financial aid is end of
Year 8.*

Request for extension to these deadlines should be submitted to the Graduate Committee in a letter that provides a reason for extension, and proposes a new deadline. You must indicate whether the new deadline is a satisfactory or terminal deadline. This letter must be attached to a cover sheet which is prepared by Judy Stewart and signed by your advisor.

Appendix 1b

DEPARTMENTAL SUGGESTED DEADLINES - For Students Admitted in 2004 and 2005

Deadlines:

1 st Year Project	September 1st (Year 2)
MA Proposal	January 15 th (Year 3)
MA Defense	First day of Fall semester (Year 4)
Prelims	NO OFFICIAL DEADLINE
Doctoral Oral	Last Day of classes Fall semester (Dec) (Year 5)
Doctoral Defense	Last day to defend dissertation for summer graduation (end Year 5)

Appendix 2

PROGRAM APPLICATION AND REPORT FORMS

<u>Requirement</u>	<u>Form to be submitted to Department Office</u>
First-year Project	No form required.
Service/Teaching Completion Form	Form SV-A
Master's Proposal Application	MP-A: MA Proposal Application
Report	MP-A: MA Proposal Report (When received, department sends "Report on Comprehensive Examination for Master's Degree" to Graduate School.)
MA Candidacy	MC-A: MA Candidacy Application (When received, department sends "Application for Master's Degree Candidacy" to Graduate School.)
MA Defense	MD-A: MA Defense Application for all students who entered the program in 1991 or later and all others required to defend thesis (see Appendix 4).
Readers' Cards	Obtained from the Graduate School website to be signed by committee members.
Report	MD-R: MA Defense Report. In addition, two Reader's Reports obtained from Department Office are submitted to Graduate School when thesis approved by readers.
Doctoral Written Preliminary Exams	DW-A: Application for Doctoral Students to Take Written Preliminary Examinations
Doctoral Oral Proposal Exam Application	DO-A: Doctoral Oral Exam Application (When received, department sends "Ph.D. Oral Candidacy" to Graduate School.)
Report	DO-R: Doctoral Oral Exam Report
Doctoral Candidacy	DC-A: Doctoral Candidacy Application (When received, department sends "Application for Doctoral Candidacy" to Graduate School.)

Doctoral Dissertation Defense Application	DD-A: Doctoral Defense Application from forms packet plus three readers' cards from the psychology department office. All must be received by Graduate School 10 days before the meeting in order for them to locate an outside chair and provide official notice of meeting to committee members.
Report	DD-R: Doctoral Defense Report
Readers' Cards	Obtained from the Department Administrative Assistant and to be signed by committee members.

Appendix 3

FIRST-YEAR RESEARCH PROJECT

The goal of the first-year research project is for students to become as involved as much and as early as possible in the design, execution, and interpretation of empirical research. Students' contributions to the research endeavor may vary substantially. Some students may be involved in every facet of their project, from conceptualization to presentation; other students may have more limited involvement. Nevertheless, the objective is for students to begin conducting research early in their graduate careers.

The first-year research project should be of reasonable complexity and scope so that it can be completed within the students' first year of graduate study. Accordingly, the following guidelines are to be followed in the formulation of first-year projects: an empirical study that at the very least involves an attempt to systematically assess the effects of a potentially important variable or treatment condition. The goals of the first-year project should not be so extensive as to be unmanageable or unattainable within the year. This view of the first-year research effort is flexible enough to include studies that are designed primarily by a faculty member and executed by the student or projects that are formulated by students themselves in collaboration with an advisor.

The project will be presented at the departmental First Year Project convention at the beginning of the student's second year. Each presentation should be 10 minutes in length.

Appendix 4

MASTER'S THESIS

Committee: When a student has worked out a reasonable thesis proposal in consultation with an advisor, he or she should request approval from the Graduate Committee via the Graduate Director for a thesis committee of three faculty members: a director, and two readers. If there are co-directors, two additional readers are required. See Forms Packet for the application (Form MP-A) to be submitted to the department to request approval of the committee.

Proposal Defense: Under usual circumstances, a study may not proceed with data collection for the thesis until the proposal has been accepted during a meeting of the committee. This defense of the proposal serves as a substitute for the MA comprehensive exam required by the Graduate School. Only one retake of this proposal defense is permitted by the department. See Forms Packet for a copy of the notice (Form MP-R: MA Proposal Report) to be submitted to the department to report the outcome of the proposal defense meeting.

The format of the Master's proposal defense is as follows. The director of the thesis and the student can choose whether to have a more structured, or less structured question and answer period. The defense commences with the student giving a brief presentation about the thesis. At the conclusion of the student's presentation, questioning begins. If the more structured option has been selected, each committee member asks two rounds of questions. In the first round each committee member has 10 minutes for questioning. In the second round each committee member has 5 minutes for questioning. The advisor is the last person to ask questions in each round. If the less structured option has been selected, the committee members will ask questions for 30 minutes, with members allowed to "jump in" and ask follow-up questions based on previous questions from another committee member. Following the 30 minutes of questioning, the advisor will ask committee members if they have additional questions. If that is the case, then each questioner will have no more than 10 minutes to ask those questions. The committee members and the student will then have a discussion. The entire meeting will not last more than one hour and thirty minutes. The student need not leave the room for the final discussion and formal voting need not be conducted. The committee members will inform the student of a "pass" or a "fail."

Thesis: The thesis is completed when: (1) it has been signed by the director, (2) the Reader's Reports accompanying the thesis (obtained from the department office) have been signed by the other two members of the student's committee and (3) the student has defended the thesis successfully (MD-R form). It should follow the guidelines outlined in the Graduate School's *Guide for Writing Dissertations and Theses*, online through the Graduate School's website. A copy is also available for use in the department office. Once the readers approve the thesis, the candidate should deliver to the Graduate School two clean copies signed by the director. There it will be verified for compliance with the style manual.

Master's Defense: A meeting is required to defend the thesis. Only one retake of this Master's defense is permitted by the department. In order to set up the defense meeting, a student submits Form MD-A (MA Defense Application) from his/her forms packet.

The format of the final defense of the master's is as follows. The director of the thesis and the student can choose whether to have a more structured, or less structured question and answer period. The defense commences with the student giving a brief presentation about the thesis. At the conclusion of the student's presentation, questioning begins. If the more structured approach has been chosen, each committee member asks two rounds of questions. In the first round each committee member has 10 minutes for questioning. In the second round each committee member has 5 minutes for questioning. The advisor is the last person to ask questions in each round. If the less structured approach has been chosen, the committee members will ask questions for 30 minutes, with members allowed to "jump in" and ask follow-up questions based on previous questions from another committee member. Following the 30 minutes of questioning, the advisor will ask committee members if they have additional questions. If that is the case, then each questioner will have no more than 10 minutes to ask those questions. The entire meeting will not last more than one hour and thirty minutes.

After the questioning the candidate is asked to leave the room. The committee discusses the candidate's performance and project. A formal vote is taken by secret ballot. The voting options are PASS / FAIL on the question of whether to award the Master's on the basis of the project and the defense. A candidate needs at least 2 Passing votes (for a committee of 3) and 3 passing votes (for a committee of 4) to be awarded the degree.

Informal Proposal Meetings: Occasionally, a data collection opportunity (e.g., an agency agrees to allow data collection in the immediate future) arises and students do not have time to complete a full master's proposal. In this event, students may have an "informal proposal" meeting. All committee members must be present at this meeting. Students should *at minimum* provide a written method section to committee members. If possible, inclusion of a brief introduction/rationale for the study and an explanation of the experimental hypotheses are highly desirable.

Terminal Master's Degree

In exceptional circumstances, a student who terminates from the doctoral program may become a candidate for a terminal, non-empirical master's degree, based upon recommendations by his or her program to the Department. In addition to required coursework, a specific assessment for the degree will typically be conducted by the student's program. Ordinarily this assessment will take the form of (1) an examination; or (2) a paper which consists of a review of literature.

Appendix 5

WRITTEN DOCTORAL EXAMINATIONS (PRELIMS)

The written doctoral preliminary examination is an exam in one's major field of study (e.g., cognitive, counseling, developmental, quantitative). Exams are administered twice a year, on a Monday and Tuesday morning the week before classes start at the beginning of the fall and spring semesters. The form indicating intention to take prelims is due 6 weeks before the prelim dates (see forms packet). The purpose of the major exam is to assess knowledge of the general area of psychology within which the student's specialization is focused. The major areas within our department available to the student are delimited by currently existing programs: cognitive, counseling, developmental and quantitative psychology. Different programs have different formats for the exams. Be certain to understand the requirements of your particular program, described in each program's documents.

SIX-POINT SCALE FOR EVALUATIONS

Grades for doctoral preliminary examinations are assigned in the following manner:

- 6 - Excellent performance, highest pass
- 5 - Good performance, high pass
- 4 - Average performance, pass
- 3.5 - Cut off point, minimal pass
- 3 - Below average performance, "high fail"
- 2 - Poor performance, fail
- 1 - Very poor performance, low fail

Appendix 6

DOCTORAL DISSERTATION

A. Proposal Defense—Oral Proposal Examination

1. Prerequisites: Students who have successfully passed the written preliminary exams may request an oral exam to have the dissertation proposal approved. Under special circumstances, a student may begin work on the dissertation project before prelims are completed but approval by the Graduate Committee of such circumstances is required. Such approval must be petitioned for in writing.

2. Dissertation Committee: The student should request Graduate Committee, via the Graduate Director, approval of a dissertation committee consisting of an advisor from the Psychology Department and three (or if desired, four) other faculty members by submitting Form DO-A (Doctoral Oral Exam Application) to the department. Ordinarily, all members of this committee must be Teaching and Research faculty of the Psychology Department at Notre Dame. Exceptions to any elements of the committee member policy must be requested from the Graduate Committee. Students should submit a letter to the Graduate Director requesting the exception. This letter must describe why the committee members requiring exception are essential to the success of the dissertation and must be signed by both the student and the dissertation advisor. Students must submit this request in a timely fashion, keeping in mind departmental and Graduate School deadlines.

3. Graduate School Arrangements: The form indicated above to request approval of a dissertation committee (DO-A, Doctoral Oral Exam Application) also provides information to set up the proposal meeting. When the department receives this form, it notifies the Graduate School of the time, date and place of the oral exam so that a faculty member from another department may be selected to serve as an outside chair. The student should submit the Application to the department two weeks prior to the meeting. The Graduate School requires *no fewer than ten working days* not counting the day they receive the form and the day of the meeting to select the outside chair and to prepare and send official notices to all members on the dissertation committee. It should be pointed out that scheduling problems often occur during vacation periods and toward the end of semesters so that it would be wise to allow additional notice during these periods.

4. Proposal Defense Meeting: At the oral dissertation proposal meeting the student is examined by his or her dissertation committee members on the dissertation proposal and related topics.

The director of the dissertation and student can choose whether to have a more or less structured question and answer period during the examination. The examination typically begins with the student giving a brief presentation of the planned research. If a more

structured question and answer period has been selected, each committee member then asks two rounds of questions. In the first round each committee member has 10 minutes for questioning. In the second round each committee member has 5 minutes for questioning. The advisor is the last person to ask questions in each round. If the less structured question and answer period has been selected, the committee members will ask questions in turn, with members allowed to “jump in” and ask follow-up questions based on previous questions from another committee member. In accord with Graduate School guidelines, the exam will be conducted over a period of not less than one and one-half hours and not more than two and one-half hours.

After the examination is concluded, the student is asked to leave the room. The committee has a discussion, and a vote is taken by secret ballot to decide whether the student has passed or failed. On a board of five members, four are required to pass the student. On a board of four members, three are required to pass the student. If the vote is "fail," upon the recommendation of the student's committee, the student is entitled to one more opportunity. Directly after the meeting, the student should submit Form DO-R (Doctoral Oral Exam Report) signed by his or her advisor to the department to record the outcome of the meeting in the student's file. The outside chair provides written notice to the Graduate School.

5. Admission to Candidacy: Admission to candidacy is a prerequisite to receiving any graduate degree. To qualify for admission to doctoral candidacy, a student must: 1) be in a doctoral program; 2) have been continuously enrolled in the program; 3) complete the departmental course work requirement with a cumulative average of 3.0 or better; 4) pass the written and oral parts of the doctoral candidacy examination.

It is the responsibility of the student to apply for candidacy admission by submitting Form OC-A, Doctoral Candidacy Application, to the department. The Graduate School considers all applications once each semester and the student should consult the Graduate School Calendar for the appropriate deadline.

B. Dissertation and Defense

1. The dissertation should follow the guidelines in the Graduate School's *Guide for Writing Dissertations and Theses*, a copy of which is available on line @ www.nd.edu/~gradsch/. When the advisor has approved the dissertation, the student distributes copies signed by the advisor to members of his or her dissertation committee. A Reader's Report, available from the department office, should accompany the copies of the dissertation distributed to the three readers. It is not necessary for the advisor to sign a Reader's Report since the advisor signs the completed dissertation. Readers are usually appointed from among the four or five individuals serving on the dissertation committee. They are entitled to a minimum of one week to read, approve or reject the finished dissertation, and submit the reader cards (which must be turned in 10 days prior to the defense date), but may require additional time. It is the responsibility of the student to check with the committee members to ensure that they have sufficient time. Each reader must unconditionally approve that the dissertation is defensible and promptly report the results on the Reader's Report. The Reader's Reports are then sent directly to the Graduate School, with a copy for the student's file in the department. If the reader is not satisfied with any part of the dissertation he or she will not sign the form but will notify the candidate and director of this decision. Only a dissertation unanimously and unconditionally approved by the three readers may be defended. Unconditional reader approval does not imply reader agreement or support; it implies reader acknowledgment that the dissertation is an academically sound and defensible scholarly product. Even though the dissertation has reader approval, revisions may be required at the time of the final defense of the dissertation. If defects in the dissertation come to light at that time, the candidate may be asked to revise the dissertation before it is accepted by the Graduate School and the degree is conferred. In such a case, it will be the responsibility of the candidate's director to report to the Graduate School that such revisions have been completed satisfactorily.
2. After three readers have signed Reader's Reports indicating approval of the dissertation for defense, the student should set up the defense meeting by completing Form DD-A (Doctoral Defense Application) and submitting it to the department. This form gives the date and location of the defense meeting and upon receipt, the department notifies the Graduate School of the meeting. The Graduate School must have the form and the three Reader's Reports *at least ten working days* not counting the day they receive the form nor the day of the meeting prior to the meeting to select an outside chair and send official notices to all members of the committee.
3. Present at the defense meeting are the outside chair (designated by the Graduate School), the advisor/director, and three or four faculty members. At the meeting, the student presents a summary of his or her findings and is examined orally by the faculty.

The director of the dissertation and student can choose whether to have a more or a less structured question and answer period during the examination. The examination typically begins with students making a brief presentation of their dissertation. If a more structured question and answer period has been selected, each committee member then asks two rounds of questions. In the first round each committee member has 10 minutes for questioning. In the second round each committee member has 5 minutes for questioning. The advisor is the last person to ask questions in each round. If the less structured question and answer period has been selected, the committee members will ask questions in turn, with members allowed to "jump in" and ask follow-up questions based on previous

questions from another committee member. In accord with Graduate School guidelines, the exam will be conducted over a period of not less than one hour.

After this questioning, the chair excuses the candidate and calls for a discussion followed by a secret ballot vote of the examiners. At least three votes (out of a maximum of four) or four votes (out of a maximum of five) are required to pass. The outside chair sends a written report of the examination's overall quality and of the voting results to the Graduate School. If the student fails the oral defense, he or she is entitled to only one additional opportunity to pass.

4. To receive the degree at the next commencement, the doctoral student who has successfully defended his or her dissertation must present two clean copies, signed by the advisor, to the Graduate School office. The delivery deadline for each semester is published in the Graduate School Calendar. The Graduate School office will verify the dissertation for compliance with the approved style manual. Guidelines and checklists for submitting completed dissertations and additional university requirements are available on line through the Graduate School's website. The candidate then delivers the approved copies along with the Graduate School approval form to the Hesburgh Library where he or she pays microfilming costs. The Graduate council requires that all doctoral dissertations be microfilmed by University Microfilms International in Ann Arbor, Michigan. The administrative office in the library handles this publication requirement.

Appendix 7

GRIEVANCE POLICY

1. Preamble

The purpose of this procedure is to afford graduate students in Psychology the opportunity to resolve complaints dealing with academic issues such as determination of good standing or satisfactory progress, probationary status, disputes about grades, and other program or departmental decisions that affect progress to the master's or doctoral degrees.

This procedure is not to be used to address issues of sexual or discriminatory harassment (see *duLac: The Graduate and Professional Student Handbook*), of academic fraud (see the "Academic Integrity" section of the *Graduate School Bulletin of Information*), or for disability-related grievances (see the grievance procedure for students with disabilities in *duLac: The Graduate and Professional Student Handbook*). This procedure is provided for continuing and returning graduate students in Psychology. It is not to be used by applicants for admission.

The Psychology department procedure is consistent with guidelines described in the "Graduate Student Appeal Procedure" approved by the University of Notre Dame Graduate Council, November 16, 2005.

2. Departmental Resolution Process

Conflicts and complaints should be resolved at the lowest level. Therefore:

- (1). If possible, the student should consult with the involved faculty member(s) and attempt resolution as a first step.
- (2). If a satisfactory agreement is not reached, or if the complaint cannot be made directly to the involved faculty member(s), then the grievance should be presented to the program director. If satisfactory agreement cannot be reached at the program level, the grievance should be presented to the department chair who handles the matter directly or who refers the issue to a committee.
- (3). If the student is not satisfied with the response of the department chair or committee, he or she should prepare a detailed written account of the particulars of the grievance and of the responses of the faculty member(s), program, and the department chair or departmental committee. This should be mailed to the Graduate School's associate dean for academic policy within 30 days of the department's resolution.

The procedures followed by the associate dean (including specific guidelines for written statements) are described in the "Graduate Student Appeal Procedure" approved by the Graduate Council, November 16, 2005. For a copy of this procedure, students may contact Dr. Barbara M. Turpin, Associate Dean of the Graduate School.