

**DEPARTMENT OF PSYCHOLOGY
FORT HAYS STATE UNIVERSITY
A GUIDE TO GRADUATE STUDY IN PSYCHOLOGY
August, 2006**

GENERAL INTRODUCTION

The Department of Psychology welcomes you to graduate study at Fort Hays State University. We are pleased that you decided to come here for your graduate work.

The most important faculty member in the early part of your graduate work is your Program Advisor. This individual is your primary resource person and along with you is responsible for most of the paper work necessary for the administration of your graduate program. Your Program Advisor is the director of the program to which you have been admitted.

You will experience fewer frustrations if you take time to become informed about rules, regulations, and procedures. You should consult this guide often. In addition to the information contained in this guide, students are reminded to become well acquainted with all of the rules and regulations contained in the official University Catalog.

Your file is maintained by your Program Advisor and the Department Secretary, kept in the Departmental office, and should reflect all decisions regarding your program. Whenever an important decision is made, make certain that the decision is recorded in writing and placed in your file. A second file is kept in the Graduate School office. The maintenance of these files is the responsibility of the graduate student with the cooperation of the Program Advisor. Your grades and copies of official forms such as your degree summary will be placed in your file automatically.

The main psychology office is in Martin Allen Hall, Room 104. Mailboxes and bulletin boards for graduate students are in the second floor lounge. Students are expected to be aware of information provided to them in their mailboxes and on bulletin boards.

At the beginning of each semester, you should give the Department Secretary a copy of your schedule of classes, office hours, etc. You should also inform the Department, in WRITING, of changes of address, telephone number, etc. Make sure that such changes are made with the Department Secretary. Do this promptly.

PROGRAM IN PSYCHOLOGY

The entire graduate program is oriented toward a broad, general education in psychology. In addition to the broad education, the student will concentrate in one of three areas: (1) Clinical Psychology (2) General Psychology (3) School Psychology. **SPECIFIC REQUIREMENTS OF EACH PROGRAM WILL BE EXPLAINED BY THE STUDENT'S PROGRAM ADVISOR.** The progress of each student in the program will be followed by the Department Chair and the Psychology Graduate Faculty.

The Psychology Department emphasizes that each graduate student should consider the various parts of their program (courses, research, comprehensive examination, thesis, etc.) as entities contributing to the total graduate program, not as ends in themselves. The department also emphasizes that the student needs to spend concentrated time and effort in order to complete the graduate program. The student needs to be actively involved in the graduate program on a full-time basis in order to maximize the benefits of graduate training.

Two faculty members play crucial roles in the progress and success of a student's graduate program:

PROGRAM ADVISOR: The Program Director of the student's area of concentration is the student's Program Advisor. No later than the end of the student's first semester of graduate study, Clinical and School students must ask their Program Advisor for help in planning a formal degree program. General students should ask for this help at their first enrollment conference. The program should provide as much breadth as possible in the basic subject areas in psychology, within the requirements of the student's specific program. It is understood that the Program Advisor and the student will consult the Psychology Faculty on the program if necessary. Copies of the degree program will be prepared by the Program Advisor and distributed to the Student, Program Advisor, Department Chair, and Graduate School Dean.

THESIS ADVISOR: The Thesis Advisor will be chosen by the student and will serve as chair of the student's thesis committee. This person can be any member of the Psychology Faculty who is a member of the Graduate Faculty, and who is interested in and well prepared in the area of the student's interest and willing to work with the student.

Obligations of Students

It is the responsibility of the student to maintain contact with the Graduate School Dean, the Department Chair, Graduate Program Advisor, and Thesis Advisor regarding progress toward the degree.

It is also the responsibility of the student to:

1. Carefully read and follow the Graduate School policies in the **University Catalog**.
2. Meet with the Program Advisor to select a graduate committee and to plan a program before the end of the first semester of graduate study. Students in the General Program should plan a program of study at the time of the first enrollment.
3. If deficiencies were specified on admission to graduate study, see that deficiencies are completed.
4. Choose a thesis topic and Thesis Advisor as early as possible and inform the Program Advisor and department secretary of the Thesis Advisor's name. The student will consult with the Thesis Advisor concerning members of the Thesis Committee.
5. Satisfy the requirements for admission to candidacy (see below).
6. Sign-up at the proper time for the Comprehensive Examination with the department secretary.
7. Sign-up in the Graduate Office prior to the administration of Comprehensive Examinations.
8. Take the Comprehensive Examination at the proper time(s).
9. Once the student has been admitted to Candidacy and has developed an acceptable thesis prospectus, the student will schedule a prospectus meeting. The student will provide a copy of the thesis prospectus to each member of the thesis committee at least **SEVEN DAYS PRIOR TO THE PROSPECTUS MEETING**. The student will also request that the Department Secretary send memos to each member of the Psychology Faculty inviting the members to attend the prospectus meeting.
10. Submit a thesis title to the Graduate School Dean at the beginning of the semester or summer session that graduation is expected or no later than the deadline established by the Graduate School.

11. Schedule an oral examination with the Thesis Committee when the requirements are met for such a meeting (See Oral Examination Section). A two hour block time should be set aside for the oral examination. Each member of the Thesis Committee will be informed of the meeting and given a copy of the thesis **AT LEAST SEVEN DAYS PRIOR TO THE ORAL EXAMINATION**. It is also the student's responsibility to contact the Psychology Department Secretary **AT LEAST FIVE DAYS** prior to the oral examination and request a memo be sent to each member of the Psychology Faculty inviting the members to attend the meeting.

It is a departmental policy to **NOT** schedule oral examinations within one week of the deadline for turning a thesis in to the Graduate School. It is the student's responsibility to complete the project with adequate time remaining for revisions and corrections.

12. Obtain the examination report sheet for the oral examination from the Psychology Department Secretary and return this completed sheet to the Graduate School (See Oral Examination Section).

13. Submit final copy of the thesis to the Graduate School (See Thesis Section).

14. File an "Intent to Graduate" form in the Graduate School office before the deadline for the semester in which graduation is expected.

15. Maintain continuous enrollment consistent with Graduate School policies.

Suggestion

It is very likely that at some point in your career you will be asked to document course content in order to be certified to teach a certain course or provide a special service. Transcripts do not provide enough information to satisfy certifying personnel. Therefore, it is very important that you save all course documentation (e.g., copy of catalog, copies of both undergraduate and graduate syllabi). Some licensing boards require documentation (hourly logs or diaries) of practicum and internship experiences.

Admission to Candidacy for the Degree

Upon completion of the first 12 required hours for the degree, the student will be considered for admission to candidacy for the degree.

Candidacy application forms are obtained from the Graduate School or from the department secretary. **The student must take the initiative in applying for candidacy.** In order to be admitted to candidacy for the degree the student must meet the following qualifications:

(1) Removal of all deficiencies that were a condition of admission to graduate study.

(2) Completion of Experimental Methods 845, and enrollment in Inferential Statistics 850 (The sequence of courses may, in some cases, be reversed).

(3) A grade average of 3.0 or above for all hours of graduate work that are a part of the degree program to that point.

(4) Agreement by a simple majority of the Psychology Faculty that the student is personally adequate (both academically and/or nonacademically) to assume the role of a professional psychologist at the Master's level.

If the student fails to meet any one of these criteria the student will not be admitted to candidacy and will be informed by the Department Chair, at the direction of the Psychology Faculty, that the student is to be allowed a probationary semester. During the probationary semester, the student will be required to rectify any deficiencies specified by the department. After the probationary semester, the student will then be either admitted to candidacy or dismissed from the program.

(5) Any student who has more than one C in the first 12 program hours of coursework will be dismissed from the program.

The student will not be eligible to have a thesis prospectus approved or take the Comprehensive Examination until the student has been admitted to candidacy for the degree.

COMPREHENSIVE EXAMINATION

All graduate students in the Graduate programs in Psychology at Fort Hays State University must pass the Comprehensive Examination as part of their requirements for graduation. The department considers the Comprehensive Examination as a crucial aspect of each graduate student's education, and expects high quality performance on this examination.

The Comprehensive Examination is not a series of examinations of separate content areas. Instead, unlike a final examination in a course, the Comprehensive Examination requires students to synthesize material from

diverse areas of psychology. This synthesis requires preparation beyond mere coursework. In order to recognize the complexity of behavior, psychology students take courses in the various branches of psychology. The Comprehensive Examination enables them to demonstrate their knowledge of the varied causes of behavior and the processes of influence of a specific area on behavior, the organization of information in preparation for the Comprehensive Examination should provide the students with an overview of all branches of psychology.

To aid in preparation, the specialty area committees will provide study guides and/or reading lists. Students may see copies of previous tests.

The student is a student of psychology. The entire faculty of the Department is involved in the education of graduate students. The Comprehensive Examination provides an opportunity for all faculty members to assess the abilities of all students in the psychology graduate program at Fort Hays State University.

Procedures

The first Comprehensive Examination will be taken at the beginning of the second Fall semester of coursework for a particular degree. Students beginning a program in the Spring have the option of taking the Comprehensive Examination the following Spring semester or at the start of their second Fall semester.

Part-time students will take the Comprehensive Examination after 24 credits of coursework.

Satisfactory performance on this examination is a requirement for a graduate degree. Students who do not perform satisfactorily can retake the examination at the next regularly scheduled examination period. The Comprehensive Examination can be attempted two times without petition. If the examination is failed a second time the student must petition the Psychology Graduate Faculty for permission to retake the examination a third time. Petitions must be submitted six weeks prior to the examination date. The petitioning student must present a detailed plan of study. If the Department Faculty, after review, feels the student is capable of appropriate preparation, they may grant the petition to attempt the examination for a third and final time.

Students have two years from the time they first attempt the Comprehensive Examination in which to successfully pass the examination.

Structure: General-Experimental and Clinical Programs

There are two components to the Comprehensive Examination in the Department of Psychology: (1) Methodology, and (2) Specialty program areas.

Both the Methodology area and the Specialty area of the examination are written and graded by a committee made up of members of the faculty whose expertise is in the area of the examination. The Psychology Faculty as a whole will meet and approve the item content of each section. Students will take only the special area test for the program in which they are enrolled.

Examinations in these two areas will be administered in two sessions over two days; or, students may wish to take the two areas in separate semesters.

DAY ONE

1. Session 1: The Methodology Section. Four (4) hours.

DAY TWO

2. Session 2: Program specialty area. Six (6) hours.

Structure: School MS & Ed.S. Programs

The Comprehensive Exam for students in the MS (School) program will consist of the Program Specialty Area Exam in School Psychology.

Ed.S. School Psychology students will take a comprehensive exam consisting of the Methodology section and an Ed.S. exam focusing upon advanced School Psychology issues.

Typing and/or Printing

A student's computer-typed test is given an ID code. All examinations must be typed. All comprehensive exams will be administered via computer. Students will be expected to keyboard their answers to questions into computer files. Answers will then be printed on our network printer.

Students are strongly encouraged to learn the word processing program so comps may be composed on the computer and easily printed.

Comprehensive Exam No-Shows

If a student is scheduled to take the comprehensive exams and fails to do so the department may choose to fail the student on the exam (approved by Psychology Faculty August, 1986).

Summer Comps Policy

After Summer 1993, the only summer comprehensive examination regularly offered will be the M.S. and Ed.S. examinations in School Psychology. Any other comprehensive examination offered would be for a student with exceptional circumstances making it absolutely necessary to take the comprehensive in the summer in order to graduate. A request for a special comprehensive examination must be submitted for faculty approval at least 30 days before comprehensive examinations are given (approved by Psychology Faculty, 1993).

Comprehensive Examination Grading

The student must pass all sections of the examination. Ratings on the written sections are not to be comparative within the group of students taking the examination. Grading is not relative to the best or worst answers for a given year nor is there a curve or quota for the percentages of students who pass or fail. The standard is the faculty's judgment of the expected performance of a student having completed one year of graduate study in psychology.

Each section will be read by each member of the area committee that wrote the test. The readers will then meet to arrive at a decision concerning the recommendation to pass or fail a student on a section. The committees will make their recommendations to the Psychology Department. The entire Department of Psychology Faculty, as one committee, will then vote on each student.

The decision will be communicated to the Graduate School Dean. The Dean of the Graduate School will notify students by letter of the decision concerning their performance on the Comprehensive Examination. The student can contact the Chair of the comprehensive exam committee concerning the results of the Comprehensive Examination or wait for official notification from the Graduate School.

THESIS

A thesis is required by the Psychology Faculty for the Master's degree (general and clinical programs). A Field Study, which is substantially equivalent to a thesis, is required of students in the Ed.S. School Psychology Program. It is a written report of a research (e.g., experimental, applied, or survey) project carried out by the student under supervision of the faculty. It is intended to be a demonstration of the student's understanding of and skills

in research, and a demonstration of an in-depth knowledge of an area of psychology. The area and general problem should be chosen by the student early in the graduate career. The project should be in at least the stage of advanced planning by the end of the student's second semester of graduate study. A Prospectus meeting should be held by the end of the Fall semester of your second year. That allows time for you to collect data during the Spring semester and complete and defend your thesis by the deadline in May. (Refer to Steps and Proposed Timeline for Thesis/Field Study prepared by Department of Psychology, FHSU. A copy may be obtained in office.)

In choosing a thesis topic, the student should consult several members of the Psychology Faculty for suggestions of problems on which to do research. Having chosen a topic, the student should select from among the Psychology Faculty a Thesis Advisor who is interested in and well prepared in the area of choice. The student, in consultation with the Thesis Advisor, will select a thesis committee. This selection is usually done after the prospectus is well formed. The Thesis Committee will consist of the Thesis Advisor, two additional members of the Psychology Faculty, and one member of the University Graduate Faculty in some other field (The Thesis Advisor must be a member of the Graduate Faculty). The Thesis Advisor serves as the chair of the Thesis Committee. The student should then report to the Program Advisor and Graduate School the names of the Thesis Committee members. It is recognized that all members of the Psychology Department are ex-officio members of every Thesis Committee.

With the help of the Thesis Advisor, the student prepares a prospectus for the thesis. When the prospectus meets the approval of the Thesis Advisor, the student distributes copies of the prospectus to the members of the thesis committee and schedules a meeting with the committee to evaluate the prospectus (see page 4 for these requirements). The committee will decide whether the project as described in the prospectus will be an acceptable thesis and whether the student is prepared to carry it out. Acceptance of the prospectus means that the resulting research will be acceptable if the student does what is described in the prospectus. **A draft copy of the accepted prospectus will be submitted to the Psychology Department secretary to be kept in the student's file.**

One additional copy of the Prospectus' Abstract, Methods section, and support materials must be submitted for consideration and approval by the Department's Research Ethics Committee. The Ethics Committee **must** approve the research project **before** the student can begin gathering data. The Ethics Committee requires at least two weeks for its determination.

A meeting to approve the prospectus is not to be held until the student is admitted to candidacy for the degree (For other restrictions, see Obligations of Students).

It is highly recommended that **pilot studies** be conducted. These studies should be seen as work toward developing the main thesis problem and does not suggest that data collected prior to a prospectus meeting will qualify as a main source of the data material for a thesis.

Thesis Preparation

Students should consult the *APA Publication Manual* (5th Ed.) and the **Thesis and Term Paper Writing Guide for Psychology Students** for instructions on writing and preparing the master's thesis. Copies of the thesis preparation guide are available in the Psychology Department Office and the library.

It is policy that students will arrange for the copying of the thesis at the Copy Center on campus or at a commercial center off campus.

Also, see attached checklist for processing theses in the Psychology Department and Graduate School.

Oral Examination (Thesis)

The oral examination is given by the Thesis Committee. It covers the thesis and other topics deemed relevant by the members of the committee. The student should be prepared to present an explanation of the thesis at the oral examination and demonstrate extensive knowledge of the substantive topic of the thesis.

When the student has prepared a draft of the thesis that is acceptable to the Thesis Advisor, copies of the thesis are distributed to the other members of the committee. Upon obtaining general approval from all members of the committee that an oral defense can be held, the student, provided that the student has passed the Comprehensive Examination, may schedule an oral examination with the committee (see deadlines). A copy of the thesis must be distributed to the committee at least 7 days prior to the oral examination date. At the oral examination the student presents to the committee an Examination Report sheet that is obtained from the Psychology Department Secretary. This form is returned to the Graduate School by the student after the members of the committee have signed it.

The oral examination will not be held until the student has passed the Comprehensive Examination and obtained approval of the thesis by all

members of the Thesis Committee as acceptable for presentation at the oral examination. The student has the obligation to inform the entire Psychology Faculty of a pending oral examination at least five days prior to the examination (see checklist). It is understood that all Psychology Faculty members are ex-officio members of every thesis committee and as such are invited to attend and participate in the oral examination.

A final copy of the thesis may be prepared before the oral examination is held, but this is done with the understanding that the results of the oral examination may necessitate changes in the thesis. Because of this possibility, the thesis cannot be turned in at the Graduate School until after the student has passed the oral examination and final approval is given to the thesis writing and the title page is signed by the Thesis Advisor. The title page will be signed by the Thesis Advisor **only** after the final corrected copies are prepared and ready to be submitted to the Graduate School. The thesis is not considered accepted by the Graduate School until it is signed by the Graduate Dean.

The grade for a student's thesis hours will **not** be reported until final acceptable copies have been submitted to the Graduate School and are accepted by the Graduate Dean. It is not the case that a passed thesis automatically results in six hours of "A" grades.

It is the student's responsibility to complete the thesis satisfactorily in time to meet whatever deadlines may be applicable. Check the class schedule or call the Graduate School for the deadline for submitting the thesis the semester you plan to graduate.

It is not unusual these days for materials, subjects, postage, typing, reproduction and binding costs for a thesis to exceed \$500. Word processing systems are acceptable for preparation of draft copies and copies to be used in prospectus and oral defense meetings. Print style and quality as well as paper quality must be approved by the Graduate School before attempting to use a word processor for preparation of the final copies to be bound.

STEPS AND PROPOSED TIMELINE FOR THESIS/FIELD STUDY DEPARTMENT OF PSYCHOLOGY, FHSU

Your graduation may be delayed if you do not start working on a thesis relatively early in your program. Students often delay work on a thesis because: a) they inaccurately believe a thesis can be completed quickly; b) they are overly intimidated by the process and procrastinate; or c) any of a variety of other possible explanations. The thesis process can be broken down into a series of discrete steps that should be completed in a timely and systematic manner.

Step 1: Select topic and obtain a thesis advisor

-Prior to approaching faculty members to request an advisor, you should have at least a tentative idea of what you want to study for your thesis. This will help guide you to the faculty member whose expertise is most relevant for your study.

-Although it is common to ask your program director to chair your thesis, this is not required. Program directors are generally not able to chair all the theses of their students. Also, some topics you may choose may be a better fit with other faculty members besides your director.

-Faculty are not required to chair theses for all students who ask. You may have to make more than one request to find a chair.

-Your thesis chair must be a member of the graduate faculty at FHSU. Not all faculty are graduate faculty.

-You should complete Step 1 near the beginning of your first year.

Step 2: Produce thesis prospectus, including literature review and method, and select thesis committee members

-First, you must gather your literature. Realize this step will take time, as you will almost always have to obtain a number of your sources through interlibrary loan.

-You will need to turn in a number of drafts of your literature review and method to your thesis advisor before it is approved. The exact number of drafts will vary, depending on: a) how you and your advisor agree to work on the project (e.g., will separate sections of the lit review be turned in, or will the whole lit review be turned in at one time); and b) the quality of your drafts.

-Be aware that each time you turn in a draft, your thesis advisor will need a MINIMUM of a week to read it and give you feedback. Factoring this in with the time it will take you to produce each draft, and the number of actual drafts you will need, it is essential that you START EARLY and WORK CONSISTENTLY to complete your prospectus.

-Work with your thesis advisor to select a committee. The committee should consist of two graduate members of the FHSU psychology department (in addition to your chair), and one member of the FHSU graduate faculty who is not in the psychology department.

-It is recommended that your prospectus already be in the format required by the Graduate School (see the Psychology Department's "yellow" book and contact the Graduate School for a copy of the Graduate School Guidelines for Theses and Field Studies)

Step 3: Hold prospectus meeting

-It is strongly recommended that you have your prospectus meeting no later than November 15th of your second year, if you wish to stay on track for a graduation in the Spring of your second year (in other words, graduating prior to the Fall semester of your third year). THE DEPARTMENT HAS A POLICY THAT YOU CANNOT HOLD YOUR PROSPECTUS MEETING

BETWEEN MAY 15 AND AUGUST 15. THOSE WHO WISH AN EXCEPTION TO THIS POLICY MUST PETITION THE FACULTY NO LATER THAN THE APRIL 15TH PRECEDING THE SUMMER THE PROSPECTUS MEETING IS PROPOSED TO BE HELD. ONLY IN VERY RARE INSTANCES WILL EXCEPTIONS BE GRANTED (e.g., having unexpected open heart surgery in April is worthy of an exception, failing to plan ahead and allow enough time to have the document ready before the deadline is NOT).

-Once your thesis advisor has approved your thesis prospectus, you may schedule a meeting.

-You must provide your committee members with a hard copy of your thesis prospectus (e-mail copies are not allowed). Committee members must have the thesis **a minimum of a week** prior to your meeting.

-To schedule your meeting, first contact the members of your committee to find out when they have openings in their schedules.

-Once you have found a time that works for your committee members, contact the Psychology Department senior administrative assistant to schedule the meeting officially. Your meeting should be officially set **at least a week in advance** of the actual meeting.

Step 4: Have study approved by Psychology Department Ethics Committee and, if necessary, the Institutional Review Board (IRB)

-The instructional packet and forms for putting together your ethics proposal are available in the Psychology Department Office.

-After your prospectus meeting, you **must** file an ethics packet with the Psychology Department ethics committee before collecting data. This review will take a minimum of a week for each revision. You will need to do as many revisions as it takes to get your study approved.

-If you are also required to submit your ethics proposal to the university IRB, this could take up to an additional month, or more. Studies using participants outside the FHSU participant pool will need to go to the university IRB.

-You cannot collect any data until you have completed the full ethics process required for your particular study.

Step 5: Gather data

-The length of this step will vary, based on the characteristics of the sample you are gathering. Plan at least a couple of months for this step.

-If you are using the FHSU participant pool, you will need to acquaint yourself with the process by reading materials available to you from the Psychology Department.

Step 6: Analyze data, write up results and discussion section, and get thesis in “Graduate School ready” format

-You will need to turn in a number of drafts of your results and discussion to your thesis advisor before it is approved. The exact number of drafts will vary.

-Be aware that each time you turn in a draft, your advisor will need a **MINIMUM** of a week to read it and give you feedback. Factoring this in with the time it will take you to produce each draft, and the number of actual drafts you will need, it is essential that you **START EARLY** and **WORK CONSISTENTLY** to complete your final document.

-It is required that your thesis be in the format required by the Graduate School (see the “yellow” book and Graduate School Guidelines for Theses and Field Studies). It is also required that it be thoroughly edited, that references are cross-checked, and that the Table of Contents is exactly correct.

Step 7: Hold defense meeting

THE DEPARTMENT HAS A POLICY THAT YOU CANNOT HOLD YOUR DEFENSE MEETING BETWEEN MAY 15 AND AUGUST 15. THOSE WHO WISH AN EXCEPTION TO THIS POLICY MUST PETITION THE FACULTY NO LATER THAN THE APRIL 15TH PRECEDING THE SUMMER THE DEFENSE MEETING IS PROPOSED TO BE HELD. ONLY IN VERY RARE INSTANCES WILL EXCEPTIONS BE GRANTED (e.g., having unexpected open heart surgery in April is worthy of an exception, failing to plan ahead and allow enough time to have the document ready before the deadline is NOT—even if you have a job that will start before you can do your defense and get your document approved by the Graduate School).

-Once your advisor has approved your thesis, you may schedule a defense meeting.

-You must provide your committee members with a hard copy of your thesis (e-mail copies are not allowed). Committee members must have the thesis **a minimum of one week** prior to your meeting.

-To schedule your meeting, first contact the members of your committee to find out when they have openings in their schedules.

-Once you have found a time that works for your committee members, contact the Psychology Department senior administrative assistant to schedule the meeting officially. Your meeting should be officially set **at least one week in advance** of the actual meeting.

Step 8: Turn in thesis to Graduate School, and have it go through the vetting process

-After you have made the changes to your thesis requested by your committee, and **your thesis chair has approved the revised document**, turn it in to the Graduate School. You must turn in one copy, on the appropriate paper; placed in a large (10” X 14” minimum) envelope. The copy must be signed by your thesis chair and the Psychology Department Ethics Committee chair.

-The thesis will then be vetted by the Graduate Dean. The amount of time this process will take depends on when you turn in your thesis. The more in advance of the Graduate School deadline you turn in your thesis, the sooner your thesis will be vetted. This process may take a month or more.

-After the Graduate Dean returns the changes required in your thesis to the Psychology Department, you must make the changes and have them approved by your advisor. You must turn in four copies, on the appropriate paper; each placed in a large (10" X 14" minimum) envelope. If you want a copy of your thesis for yourself or others, you may turn in extra copies at this time. You will pay a fee for the Graduate School to bind these copies.

-Only after this ENTIRE process is finished can you have your thesis chair change all your incompletes related to the thesis to the grade they assign you.

-If you have your defense meeting and turn in your thesis prior to the Graduate School deadline for a certain semester, you will graduate that semester. However, until the vetting process is completed, your degree transcript and diploma will be held. Your transcript is necessary to begin the licensure process.

NOTE ON OTHER DEADLINES:

-There are two deadlines for the semester that you finish your thesis to which you must pay attention. First, there is a deadline for submitting the title of your thesis to the Graduate School. Second, there is a deadline for turning in your thesis to the Graduate School.

NOTE ON FACULTY AVAILABILITY:

-Except for the department chairperson, faculty are on nine month contracts (approximately mid-August to mid-May). Essentially that means they are neither paid to be on campus, nor required to be on campus, during the summer months. Most faculty members will still attempt to be helpful in the summer when they can be, if you are working on your thesis drafts. However, as faculty may be out of town or unavailable for other reasons, draft turnarounds may be more lengthy, and it may be markedly more difficult to contact your thesis advisor than during the Fall and Spring semesters.

ADDITIONAL PSYCHOLOGY GRADUATE PROGRAM POLICIES

Additional Policies (approved by Department, May, 2004)

The GRE Advanced Psychology score of 570 will be done away with, effective June 1, 2004.

The GRE Advanced Psychology test will not be replaced with anything as an exit requirement.

A system of diagnostic testing of global psychological knowledge has been developed to help professional program students identify weak areas so they can prepare for exams required by licensing boards and suggestions for

remediation to be made. Although diagnostic scores will be kept as part of a student's record, results will be used for diagnostic and program assessment purposes only. The scores obtained will be used only to identify weak areas. Feedback will be given in the semesterly evaluation of the student. Although taking the diagnostic tests is a program requirement, the scores are in no way intended to be a pass/fail situation.

The first diagnostic test will be given during the first semester students are present at Fort Hays State University, to define problem areas. A second diagnostic test will be taken by students sometime between the thesis/field study prospectus meeting and thesis/field study defense meeting.

Present graduate students (1st and 2nd year), have the option of taking the GRE and obtaining a score of 570 or of starting with diagnostic tests.

If students have already had their thesis/field study defense, they are exempt from the diagnostic test requirement.

Policy of Program Area Changes

(A) A graduate student in Psychology who wishes to change from one program to another should first write a letter to the new Program Director requesting admission to that program. He/she should also send a copy of that letter to the director of his/her present program.

(B) The student will then arrange to meet formally with the two program directors. The student and the directors should discuss the benefits and difficulties that the proposed program change will create. The two program directors will make a recommendation to the faculty who will then decide if the change is approved.

(C) Contact the graduate school and satisfy requirements for acceptance to the new program.

(D) If a change is approved, a letter to the student with a copy going to the student's file and a copy to the Graduate School will be written by the new Program Director (approved by the Psychology Department June, 1985).

Policy on Continuous Enrollment

If a student completes all classes in a graduate program and has not completed the thesis, the student will enroll for a minimum of one credit hour (Psychology 873 CA: Problems in Psychology) in each regular semester until

the thesis (or any other requirement) is completed (approved by the Psychology Department June, 1985).

Required Courses

All graduate students must take P845, P850, and either P899 or P999 (School program only) (approved by the Psychology Department June, 1985).

Ethical Standards

Term Papers. Many graduate courses require large scale written assignments (term papers, literature reviews, etc.). It is the expectation of the Faculty that such papers will be independent products of the student whose name appears on the document. Acts of plagiarism and ghost authorship are considered violations of professional ethical standards. Extensive paraphrasing is not appropriate for scholarly work.

Use of the same paper or what is substantially the same paper to satisfy requirements of more than one course is NOT acceptable. It is expected that the student can acquire in-depth knowledge of more than one substantive area or topic, and will do so.

Professional Conduct. Students will be expected to perform their roles as graduate students in Psychology in a competent and professional manner. It is strongly suggested that each student become familiar with APA Ethical Standards.

Violation of any ethical standards may be considered grounds for dismissal from the program (approved by the Psychology Department June, 1985).

Policy on Enrollment

Only students who have been admitted to either the Clinical Psychology or the School Psychology Programs will be given permission to enroll in Psychology 840, Appraisal of Children (approved by the Psychology Department June, 1985).

Policy for Academic Standards

Any student who obtains the grade of C or below in more than 2 courses in his or her graduate program will be dismissed from the program. Any student whose graduate program GPA drops below 3.00 will be placed on

probation and allowed one semester to achieve an overall 3.00 GPA in program courses (approved by the Psychology Department June, 1985).

Clinical students are required to earn a grade of B or better in Practicum I prior to being admitted into Practicum II. Students who earn a C or lower in Practicum I must take the course over again during its next regularly scheduled offering (approved by the Psychology Department, October, 2004).

Clinical students are required to earn a grade of B or better in Practicum II prior to being admitted into internship. Students who earn a C or lower in Practicum II must take the course over again during its next regularly scheduled offering (approved by the Psychology Department October, 2004).

Policy on Research

Ethics Committee approval must be obtained before data collection on any research project can be started. This policy applies to any research conducted by either a faculty member or student and includes student research conducted as a course assignment (approved by the Psychology Department June, 1985).

Policy on importance of this document

Violation of the rules and policies contained in this **Guide** may subject the student to disciplinary action by the Department. Such actions may range from verbal reprimand through probation, suspension, or dismissal (approved by Psychology Department August, 1986).

Appeals policy

Any student who feels that a rule or policy should not be applicable in the student's particular case or that some sort of exception is in order may formally appeal to the Department.

(1) The student should begin the appeal process by discussing the issue with the program advisor.

(2) The student should then draft a formal letter of appeal to the department which describes the situation and the student's proposed solution.

(3) All appeals must be made in a timely manner so as to allow both the student and the department reasonable opportunity to act upon, react to,

and implement the results of the appeal procedure (approved by Psychology Faculty August, 1986).

Comprehensive Exam No-Shows

If a student is scheduled to take the comprehensive exams and fails to do so the department may choose to fail the student on the exam (approved by Psychology Faculty August, 1986).

Summer Comps Policy

After Summer 1993, the only summer comprehensive examination regularly offered will be the M.S. and Ed.S. examinations in School Psychology. Any other comprehensive examination offered would be for a student with exceptional circumstances making it absolutely necessary to take the comprehensive in the summer in order to graduate. A request for a special comprehensive examination must be submitted for faculty approval at least 30 days before comprehensive examinations are given (approved by Psychology Faculty, 1993).

FOR POLICIES RELATING TO SPECIFIC REQUIREMENTS OF THE PROGRAM CONTACT YOUR PROGRAM DIRECTOR. FOR UNIVERSITY POLICIES BE SURE TO READ THE UNIVERSITY CATALOG.