

**RULES, REGULATIONS AND FORMS  
PERTAINING TO GRADUATE PROGRAMS IN  
PSYCHOLOGY**

DEPARTMENT OF PSYCHOLOGY  
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## **I. ADMISSION**

### **A. Criteria**

Admissions to graduate study in psychology will be determined by the department upon the basis of performance on the Graduate Record Examination, the letters of recommendation submitted with the application, the department application, and the student's undergraduate record, which must show at least 21 hours in psychology including introductory psychology, general statistics, and experimental psychology. Preferred scores on the GRE are (Verbal + Quantitative) of 1200 or greater and an undergraduate grade point average of 3.2 or greater. Some flexibility is allowed, since the department uses the following admission formula,  $GPA + (GRE\ V + Q/400)$ , to allow for compensating performance.

If the student's formula score is 6.1 or higher, the applicant is then reviewed for advocacy. If the formula score is less than 6.1, the application will not be reviewed further, unless a faculty member requests its review by the entire faculty at a faculty meeting. If an applicant has a formula score greater than 7.0, the application will be considered as soon as it is complete instead of waiting until the February 1 deadline. There still must be at least one advocate for admission.

Availability of space in the student's chosen specialization must be considered. Each faculty member reviews the credentials of all applicants and indicates which student(s) he/she would be willing to accept in his/her laboratory. A student must have a faculty advocate to be admitted to the program.

The department will set aside one new TA position per year for entering minority students. Minority students who do not receive this position will be placed in the general pool of applicants for available TAs.

### **B. Transfer Credit**

Students wishing to transfer credit to the Ph.D. program must have their past work reviewed by the Graduate Policy Committee prior to their first semester of enrollment at UNO. The Graduate Policy Committee is comprised of the Graduate Coordinator, two additional faculty members, and a graduate student representative. However, only the faculty members act on requests for transfer credit. This committee reviews a petition presented by the student and approved by the student's major professor concerning what courses should be considered for transfer credit.

Typically approved courses are those that are most likely to overlap the content of courses currently being taught at UNO. Transcripts must accompany the petition; course outlines, syllabi, exams, and/or course catalog descriptions for these courses are often helpful. At the direction of the Graduate Policy Committee, the student then meets with UNO course instructors, who determine if the course content is similar to that offered at UNO and who report conclusions to the Graduate Policy Committee. The committee then decides whether it would be in the best interest of the student to take the course at UNO or be given credit for the course.

For any courses approved for credit, the student then must submit the appropriate forms to the graduate coordinator for forwarding through appropriate channels to the College of Science. The College of Science makes the final determination on the acceptability of the transfer courses. Because this process involves a petition, there is no specified limit to the hours that can be transferred. However, the department considers it important that any degree granted from UNO reflects a substantial amount of coursework and time spent at UNO. In the past, this has been thought to be a period of at least 3 years. No more than 12 hours can be transferred toward a master's degree and no course older than 8 years (at the time when the M.S. is to be awarded) can be applied toward the master's degree.

## **II. IDENTIFICATION OF BIOPSYCHOLOGY AND DEVELOPMENTAL FACULTIES**

Membership on the Applied Biopsychology or Applied Developmental faculties will be self-determined; i.e., any faculty member can identify himself or herself as belonging to one or the other or both faculties. This requires that meetings held by either group must be announced to the entire faculty and any graduate faculty member can choose to attend with full voting privileges. This policy assures that our Ph.D. programs benefit from input from all interested faculty members.

## **III. GENERAL RULES AND REGULATIONS**

### **A. Full-time Status**

The student must carry a full load of courses each semester to remain in the program. For a regular semester, the Graduate School defines a full load as a minimum of 9 hours for all students including those with assistantships. For the summer semester, a full load is a minimum of 6 hours. However, taking only the minimum load will not result in making normal progress toward the degree.

### **B. Normal Progress**

The student has two years to complete the Master of Science degree. If, after two years, the Master's Thesis has not been completed, the student may register only for PSYC 7000 (Thesis Research); no other graduate courses may be taken until the Thesis is complete. During any semester the student is registered, the student must be registered full time.

The student must take the qualifying examination no later than the third semester (including the summer semester) after earning the M.S. In other words, students who defend their thesis in the spring semester would have to complete their qualifying exams no later than the following spring semester. The student must take the qualifying examination no later than the first semester after earning the M.S. At least three hours of 6090 must be taken after completion of the M.S. Two or three more years of full-time work should lead to the completion of the Ph.D., and all requirements for the Ph.D. must be fulfilled within five years after passing the qualifying exam. A minimum of one year must elapse between the admission to candidacy (i.e., completion of the General Examination) and the defense of the dissertation.

The General Examination should be taken at the end of the third year or the beginning of the fourth year. Successful completion of the General Examination and approval of the

dissertation prospectus by the student's committee must occur before data collection for the dissertation begins. (See Appendix A for time table for steps to graduation.)

The student may opt to take an internship after all course work has been completed and the General Examination has been passed. Because the internship typically involves one full year or two years at half time, those students will have an additional year after the Qualifying Examination to complete the Ph.D. (i.e., six years after the Qualifying Examination are permitted).

#### C. Registration

A student must be making normal progress toward the degree to register for classes. If the student has not made normal progress, permission from the Graduate Policy Committee must be received through writing a petition.

The student must complete registration with the graduate coordinator, who is the only person authorized to remove the advising flag from the student's record and to enter the student's courses into the computer. Before reporting to the graduate coordinator, the student must get a schedule approved and signed by the major professor, have signed forms for independent research (6090) and practicum (6191 or 6891), and have on file the evaluation from the most recent bi-annual meeting signed by the student and major professor.

#### D. Prerequisites

A student must have the catalog prerequisites for a course or obtain consent of the department. Consent of the department involves prior written approval from the chairman of the department and is rarely given.

#### E. Enrollment in Research

A student must register for a minimum of 3 hours of research each semester, excluding summer. This means that the student must be enrolled in either 6090, 7000, 7050 during each fall and spring semester. Failure to be enrolled in a minimum of 3 hours of research will result in being dropped from the program.

#### F. Policies Concerning 6090's

Before a student may register for 6090 each semester, the student and major professor must sign a form delineating the research to be accomplished during the semester.

A student who chooses to do a 6090 with an individual who is not a full-time member of the Department of Psychology must have his/her major professor, as well as the on-site supervisor, sign the 6090 request. The signature of the major professor indicates that he/she has carefully reviewed the 6090 project and knows in detail what the graduate student will be doing. The major professor remains actively involved with the graduate student to ensure that the student's experiences are appropriate and professional. If a 6090 is to be done off campus, a detailed proposal must be submitted to the Graduate Policy Committee for review and approval prior to registration. It is required that 6090's be taken in the Department of Psychology during the student's first year of graduate school.

### **IV. RULES AND REQUIREMENTS FOR THE M.S. DEGREE**

#### A. Course Requirements

All students must complete requirements for the M.S. degree while working on the Ph.D. requirements. A minimum of 40 credit hours is necessary for the M.S. degree, although some students may be required to take additional hours to remedy undergraduate training deficiencies or in order to meet particular career goals.

1. General Core: Core courses are required for all graduate students. They include 6091 (four credit hours), 6050, 6311, 6312, 6350, and 6550.

2. Specialty Core: In addition, each specialty has designated additional courses as core to their programs. All Applied Developmental students must take 6101, 6102 and 6610. All Applied Biopsychology students must take 6801, 6802, and 6810.

3. Research Courses: All students must register for research (6090) each semester (excluding summer) they are not registered for thesis credit, for at least six hours of 6090. Six hours of 7000 are also required. Failure to be enrolled in a minimum of three hours of research in any semester will result in being dropped from the program.

4. Minimum Grades: A student who receives a C or lower in a core (General or Specialty) course or who drops a core course while earning lower than a B will be dropped from the program. A student must earn a B or better in all courses taken for graduate credit. If a student receives a C or less in a non-core course, that course must be repeated in order to earn graduate credit. All students must maintain at least a B average for all courses in order to remain in the psychology graduate program.

#### B. Major Professor

Upon admission, the student is informed which faculty member(s) is willing to serve as his/her major professor. The student must indicate when accepting the admission an understanding that he/she will be working with the faculty member who has advocated for him/her. The student will subsequently be allowed to change major professor only after petition to the Graduate Policy Committee. The major professor must be either an associate or full member of the UNO Graduate Faculty and must be a full-time member of the Department of Psychology. The major professor will act as advisor for the student and will chair the student's thesis committee and doctoral advisory committee.

#### C. Exams for the M.S. Degree

##### 1. Comprehensive Examination

A comprehensive examination is to be administered soon after completion of the first year's coursework. The comprehensive exam will consist of an oral defense of the student's written introduction to his/her thesis and is conducted by the student's thesis committee. The exam may be repeated once. Results of the examination should be filed with the department using the Report on Comprehensive Exam Form which is kept in the student's graduate folder. This should be followed by the request for candidacy to the Graduate School on the Application for Candidacy-Masters Degree form.

##### 2. Final Examination (Thesis)

The final examination for the masters thesis occurs when the thesis is essentially completed and takes the format of an oral defense of the thesis before the student's thesis committee and other interested faculty. Two weeks before the oral defense of the thesis, the

student must give a draft to each member of the committee and submit the request for thesis examination to the College of Science using the Request for Master's Examination form. This request consists of nominations for the examining committee, the thesis title, and the time and place for the examination. Ordinarily this committee is composed of the same faculty members who served as the thesis committee, although other members may be added by the Dean of the College of Science. The major professor serves as chairperson of the committee. The results of the examination will be submitted to the College of Science on the Examination and Thesis Report form.

#### D. Thesis Prospectus Meeting

The student will present a prospectus for the thesis to the thesis committee (see section on thesis committee) and any other faculty members the committee deems advisable. Copies of the prospectus must be in the hands of the committee in sufficient time to allow for study prior to the oral prospectus examination. A report of the prospectus is filed on the Thesis Prospectus Report form in the student's file. The prospectus meeting should occur before any substantial data collection for the thesis has occurred.

#### E. Application for Candidacy for M.S.

Upon satisfactory completion of the first year core courses the student should apply formally to the College of Science for admission to candidacy for the degree on the Application for Candidacy (Masters) form. Formal application must be filed in the College of Science no later than a date announced in the university calendar. Acceptance of the application rests with the major professor, the department, and the dean of the College of Science. The graduate student must adhere to the program outlined on the application for candidacy. Any changes must be approved by the department and by the College of Science in writing.

#### F. Thesis Committee

The thesis committee will consist of a minimum of three members of the UNO graduate faculty, two of whom (including the committee chairperson) must be a full-time member of the Psychology Department and at least one of whom must be a full member of the UNO graduate faculty. Others may participate in the committee on an ex-officio basis. The duties of the thesis committee include:

1. Reviewing and approving the student's prospectus for thesis research
2. Determining the results of the Comprehensive Examination.
3. Monitoring and providing assistance during the research,
4. Conducting the final examination on the thesis and submitting the report to the College of Science,
5. Assisting student in final thesis revision and submission to the College of Science.

#### G. Thesis

A student is required to complete a thesis that is based on his or her own original research and that clearly demonstrates ability to identify significant problems, design and conduct scientific studies, and report findings in an appropriate fashion. The thesis research must be of publishable quality. A minimum of six credit hours of thesis research (7000) is required, although the student must be registered for thesis research each semester he or she is working on it until it is accepted by the thesis committee.



The preparation of a thesis is an important element in the program leading toward the master's degree. A master's thesis should demonstrate capacity for research, originality of thought, and facility in organizing materials. It must be acceptable in subject matter and exhibit creditable literary workmanship. Instructions on the format for the thesis may be obtained from the College of Science.

Final acceptance of a master's thesis rests with the student's thesis committee. After a thesis has been accepted, two unbound, printed copies, together with approval sheets signed by the major professor and other committee members, must be deposited in the College of Science prior to a deadline date announced in the university calendar. The printed copies must be of professional quality, meeting the guidelines of the College of Science.

#### H. Application for Degree (Diploma)

It is the responsibility of every graduate student to make application for degree during the registration period of the last semester of residence. The student will be required to make this formal application and state the exact name to appear on the diploma. In addition, the student must pay the diploma fee at this last registration. A student who has previously paid a diploma fee, but who failed to graduate at the time expected, must reapply and pay an additional fee. A student must have all financial indebtedness to the University cleared prior to graduation.

#### I. Commencement

All candidates upon whom degrees are to be conferred are expected to be present at the commencement exercises. Request to be absent from commencement for good cause must be made in writing to the College of Science and approved by letter.

#### J. Other Rules

##### 1. Time Limit

The university requires that programs for the master's degree must be completed within eight years. Credit for individual courses taken more than eight years before the termination of a program, however, may be validated by passing the equivalent of a final examination in each course. The results of such examinations must be certified by the professor under whom the examination was taken, the student's major professor, and the chairperson of the psychology department.

##### 2. Enrollment

A student must be enrolled in the university to receive credit on any examination in course work or to satisfy other requirements for advanced degrees.

### **V. RULES AND REQUIREMENTS FOR THE Ph.D. DEGREE**

The Doctor of Philosophy (Ph.D.) is the highest degree offered by the university. It is conferred only for work of distinction in which the student displays power of original scholarship and only in recognition of achievement and marked ability.

The degree is not awarded solely on the basis of study, however faithful, extending over any prescribed period of time. Nothing in the following summary of minimum

standards should be construed to imply that the degree will be granted merely in recognition of faithful performance of prescribed work. The basic requirements are twofold:

1. To be admitted to candidacy, an applicant must exhibit unmistakable evidence of penetrating mastery of a rather broad major field.

2. A candidate must prove ability to complete a significant program of original research, which is demonstrated in a dissertation embodying creative scholarship and by passing a rigorous final examination. The dissertation must add to the sum of existing knowledge, and it must be presented with literary skill.

A. Credit Hours Beyond the M.S. Degree

A minimum of 51 credit hours beyond those required for the M.S. degree, plus a minor, is required for the doctoral degree. These include a minimum of:

1. Research Hours: Six hours of research (6090) other than dissertation research;

2a. Applied Biopsychology Doctoral Core: Students in the Applied Biopsychology doctoral program must take two (six hours) of the following courses: Psychophysiology (6820), Neuropsychology (6830), Behavioral Medicine (6840), Advanced Seminar in Applied Biopsychology (6895).

2b. Applied Developmental Doctoral Core: Students in the Applied Developmental doctoral program must take two (six hours) of the following courses: Developmental Assessment of Psychopathology (6620) and an Advanced Seminar in Applied Developmental Psychology (6195), with the restriction that the seminar must focus on advance methods in developmental research.

3. Students in the Applied Developmental doctoral program must take Applied Biopsychology I (6801).

4. Teaching: Three hours of Teaching of Psychology (7010) are required of all students.

5. Electives:

5a. Applied Developmental students must take six hours of elective coursework. Electives must be chosen from content courses; research and practicum beyond the minimum cannot be used as electives.

5b. Applied Biopsychology students must take nine hours of elective coursework. Electives must be chosen from content courses; research and practicum beyond the minimum cannot be used as electives.

6. Practicum: Twelve hours of practica are required for all students (Practicum in Applied Developmental Psychology 6191 or Practicum in Applied Biopsychology 6891);

7. Dissertation Hours: Six hours of dissertation credit are required of all students (7050);

8. Minor: Nine hours of minor coursework are required of all students (see minor requirements below).

9. All students must satisfy a requirement of three credit hours or the equivalent in the area of social bases of behavior. This requirement may be satisfied by (1) coursework, such as 6400 Social Psychology, 6170 Socioemotional Development, or a directed readings course in social bases of behavior taken under 6090; or (2) demonstrating competence in social bases of behavior as part of the Ph.D. Qualifying Examination. If coursework is selected to satisfy the requirement, the credit hours earned may be considered part of the required nine elective hours (unless the course is used to satisfy other requirements).

#### B. Minor

The department requires that all doctoral students designate a specific minor area of study and to designate a faculty member to serve as the student's minor advisor. The minor advisor must serve on the student's Doctoral Advisory Committee. The intent of the minor requirement is to have the student outline a clearly delineated area of training that enhances the student's ability to find employment after receipt of the doctoral degree. Therefore, the choice of minor area is dependent on the student's specific career objectives. The minor will require 9 hours of graduate course credit. Three hours of the required nine for the minor may also be used as a general elective. Three hours of practicum can be used toward the minor requirement, if this is approved by the student's minor advisor and Doctoral Advisory Committee.

#### C. Research

Students must register for research (6090) every semester they are not registered for dissertation research (7050), excluding summer terms. A minimum of six hours of 6090 beyond those required for the M.S. is required. A minimum of three of them must be taken after completion of the M.S. Satisfactory completion of the Qualifying Examination is required before enrollment in 7050. Failure to be enrolled in a minimum of 3 hours of research in any semester will result in being dropped from the program.

#### D. Practicum (6191 or 6891)

##### 1. Prerequisites

The practicum is designed to give graduate students their first opportunities to work in an applied setting. Therefore, PSYC 6050, 6101 [Dev], 6311, 6312, 6350, 6550, 6801 [Bio], and 6102 [Dev] or 6802 [Bio] have been set as formal prerequisites because these courses were designed to give students a thorough scientific background on which to base their applied work. Furthermore, to ensure normal progress in the completion of the M.S. requirements, the student will not be eligible to take practicum until the M.S. has been earned.

##### 2. Purpose

The purpose of the practicum is to give students first hand experience in an applied setting. The emphasis is on the application of experimentally-derived principles within the context of a service-delivery system. The practicum experience is arranged so as to provide an opportunity for students to begin to develop and practice a variety of skills in their areas of specialization.

### 3. Choice of Agency or Site

The choice of practicum assignments is arrived at as a joint agreement between the student, agency, faculty instructor, and/or supervisor. The agency will, in some cases, provide on-site supervision of the student's work. In this case a regular UNO graduate faculty member will serve as an off-site supervisor. In many cases, agency on-site supervision may not be possible and, in these cases, it will be provided by a regular UNO graduate faculty member. A student must take practica at a minimum of two different sites, under different supervisors.

### 4. Evaluation

Evaluation of the student's work is the joint responsibility of the agency, the supervisor(s), and the student. Both the opportunities afforded by the practicum site and the student's contribution to the work at the site will be evaluated. Specific methods of evaluation will be decided at the time the student starts practicum work, but there is a standard form that is used and then placed in the student's permanent record at the end of the semester. A student cannot register for another practicum placement until evaluations from all previous practica are submitted to the Practicum Committee.

### 5. Registration Procedure and Hour Requirements

When taking a practicum, students must register for a minimum of 3 hours of practicum during the semester. Included in the 3 hours are 5 hours of direct client contact and one hour per week of supervision with their on-site supervisor. Students are only allowed to register for 3 hours of practicum at any single site per semester. Students should normally not register for more than one practicum during the same semester. Students may, however, petition the Practicum Committee to complete 2 practica (6 hours) at 2 different sites during the same semester. Such petitions will be reviewed by the Practicum Committee and decisions will be made on a case by case basis.

Prior to registering for a practicum, a written agreement must be submitted to the Practicum Committee outlining the specific training objectives, the services to be provided by the student, the opportunities to be made available by the practicum site, and the procedures used to evaluate the degree to which these goals have been achieved. A copy of the agreement will be placed in the student's permanent records.

### 6. The Practicum Site Criteria

Practicum sites must be approved by the Practicum Committee. Each practicum site must meet the following criteria: (1) An on-site supervisor must be available to guide the student's work and to help the student develop appropriate skills. (2) The on-site supervisor may be a regular UNO graduate faculty member. If the supervisor is not a full time faculty member, a UNO regular graduate faculty member must serve as off-site supervisor and participate in the student's training and evaluation. In all cases, a UNO faculty member will be responsible for the final decision regarding the student's completion of practicum requirements. (3) If a student is engaging in activities in his or her practicum that are defined by Louisiana state statutes as the practice of psychology, one supervisor must be a licensed psychologist in the state of Louisiana. (4) Other professional persons at the site must be willing to participate in the training and evaluation of the student's work. (5) A written description of the site shall be developed that states objectives of activities on the site, defines how these objectives shall be met, and provides a method of evaluation of the student's work.

## 7. Evaluation of the Site

At the end of the term, the student shall submit a report of her/his work to the on-site supervisor (and the UNO faculty off-site supervisor, if appropriate). These persons will review the report and make recommendations to the Practicum Committee for change or continuation of the experience for future students. In this way, the site will evolve and change to meet the needs of both the site and the university students.

## E. Exams for the Ph.D. Degree

### 1. Qualifying Examination

The Qualifying Examination should be relevant to the broad academic and career goals of the student. It will be administered by the student's Doctoral Advisory Committee. The exam must consist of four sections which specifically address the following four areas: 1) the biological basis of behavior; 2) the cognitive-affective basis of behavior; 3) the social basis of behavior; and, 4) individual differences. Examination in each area will consist of both an oral and written component. Students must demonstrate both oral and written competency.

Two weeks prior to the examination, the student must complete the Request for Qualifying Examination, Doctoral Program form which requires approval of the committee chair, graduate coordinator, department chair, and dean of the College of Science.

All sections must be tested during the student's first attempt to pass the Qualifying Examination. The questions and answers which comprise the written component will be evaluated by the student's Doctoral Advisory Committee and placed, together with the committee's evaluation of both the oral and written components, in the student's file.

If the student fails one or more sections of the qualifying examination he/she may, at the committee's option, be examined a second time. The student need only be examined on the specific sections which were failed. The student may be required to take an oral and/or written second exam and/or the student's advisory committee may require successful completion of one or more activities designed to remedy any specific weaknesses.

Performance on the second exam and/or activity will be evaluated by the student's Doctoral Advisory Committee and the result of that evaluation will be placed in the student's file. If such an alternative activity is specified, it must have the prior approval of the Graduate Policy Committee and be completed in the specified time period as described below.

The Qualifying Examination must be attempted by the last day of the Final Exam period no later than the third semester (includes fall, summer, or spring semesters) in the first regular semester (only fall and spring are considered regular) following the semester in which the requirements for the M.S. degree are completed.

Failure to attempt the Qualifying Examination within the first three semesters (including summer) is considered a Failure on the Qualifying Examination.

If all or part of the Qualifying Examination is failed on the first attempt, the student must make his/her second attempt or complete one or more approved alternative activities by the end of the final exam period in the next regular semester (i.e., excluding summer). Students who fail the Qualifying Examination during the summer or fall semester must make the second attempt or the approved alternative activities during the next semester (fall, spring respectively). Students who fail the Qualifying Examination during the spring semester must make the second attempt or the approved alternative activities during the next summer OR fall semester. The student may not register for any Ph.D. level courses prior to completing the second attempt. During the semester in which the second attempt is made, the student must be registered full time and may only register for PSYC 6090. A student who fails to take a second exam, fails a second exam, or fails to satisfactorily complete an alternative activity during that semester will automatically be dropped from the program.

Upon successful completion of the Qualifying Examination, the student may proceed with Applicancy for Doctorate using the Report on Qualifying Exam/Request for Applicancy form. The qualifying exam committee usually will continue to serve as the student's Doctoral Advisory Committee.

## 2. General Examination

A general examination is to be administered when the student's course work is substantially completed. At least two weeks prior to the general exam, the student must complete the Request for General Examination, Doctoral Program form which must be approved by the committee chair, the graduate coordinator, the department chair, and the dean of the College of Science. The general exam consists of the student writing and orally defending a literature review of the research area relevant to the proposed dissertation topic. The literature review and defense must demonstrate competence in the student's minor and applied areas. The exam will be conducted by the student's Doctoral Advisory Committee. The exam may be repeated once. An applicant becomes eligible for candidacy after passing the General Examination and the student completes the Report on General Exam/ Request for Candidacy Form.

## 3. Final Examination

The final examination is the oral defense of the dissertation and must be requested two weeks prior to the scheduled exam time using the Request for Final Examination/Doctoral Program Form. Permission for holding the Final Examination is granted by the College of Science only after all the foregoing conditions are satisfied and one academic year has elapsed since the student's admission to candidacy. In most cases, the Final Examination Committee will consist of the student's Doctoral Advisory Committee, although the dean of the College of Science may add additional members.

## F. Applicancy for Doctorate

An applicant becomes eligible for candidacy after passing the general examination. The major professor initiates requests for candidacy on the Report on General Exam/Request for Candidacy form. This request must be filed in duplicate for review by the graduate coordinator and department chairperson, the dean of the College of Science, and the Graduate Council. The student becomes a candidate after this request is approved by the Graduate Council. The graduate student must adhere to the program outline on the application for candidacy. Any changes must be approved by the department in question, as well as the College of Science, in writing.

### G. Time Limit

All requirements for the doctoral degree must be fulfilled no later than five years after passing the qualifying exam, unless an internship is taken. With an internship, six years are permitted.

### H. Doctoral Advisory Committee

During the entire period of work toward the doctorate, starting the semester after an applicant passes the Master's Examination, the student's program is placed in the hands of a special advisory committee. After the outlines of the program have assumed a definite form, when major and minor fields have been determined, and when the direction of research has been rather clearly established, the special committee is established, consisting of five or more members. The full Doctoral Advisory Committee consists of the major professor who acts as chairperson, one or more representatives of at least one minor field, and at least three other graduate faculty members of the department. At least two members (including the chairperson) must be full-time members of the department, and at least one member must be a full member of the UNO graduate faculty. The committee is nominated by the chairperson the department and is appointed by the dean of the College of Science.

### I. Internships (7191 or 7891)

A student may elect to take an internship, and any student planning to become licensed should take it, although it is not required. It will involve the equivalent of 12 months of supervised full-time experience. It must be supervised by a licensed psychologist. The same procedure for approving practicum sites will be used to approve internship sites. To qualify as an internship, a minimum of 1,500 hours at the site must be completed within 24 months. The internship is an intensive, advanced supervised experience required to be a practicing psychologist. It is not just a practicum that takes more time, but rather gradually involves more responsibility for the student.

To be eligible for an internship, the student must have completed all course work and passed the general exam. Only the dissertation may remain.

### J. Dissertation

Doctoral candidates normally concentrate most of their energies in preparing their dissertations, which must be a contribution to the knowledge in their major field of study. The dissertation must demonstrate a mastery of research techniques, ability to do original and independent research, and skill in formulating conclusions that in some way enlarge upon or modify ideas that have been accepted.

The student must complete the General Examination, have an approved prospectus, and obtain approval from the Institutional Review Board before collecting any data for the dissertation. Thus, there needs to be a prospectus meeting with the Doctoral Advisory Committee to approve the dissertation topic. The Dissertation Prospectus Report form must be signed by all members and placed in the student's file.

When a) the dissertation is complete, b) after approval and acceptance by the Doctoral Advisory Committee, and c) on or before a deadline date stated in the university calendar, two unbound copies of the completed dissertation must be provided to the College of Science. The copies of the dissertation and of the abstract must be of professional quality

and placed in the format required by the College of Science. The form and style of the dissertation should follow the accepted practices in the field of psychology and, in general, should meet the requirements previously indicated for master's theses.

## **VI. ASSISTANTSHIPS AND FELLOWSHIPS**

A number of teaching, research, and service assistantships are available for qualified students in all areas in which degrees are offered. A holder of an assistantship must be registered as a full-time student. A full load of classes for a graduate assistant is considered to be nine hours for a regular semester and six hours for a summer session. Failure to make normal progress toward the degree or failure to obtain a satisfactory evaluation in a previous assistantship will make a student ineligible for an assistantship for a period of at least one semester.

Stipends for graduate assistantships will depend upon duties, qualifications, and experience. Inquiry as to stipends should be addressed to the department chairperson or graduate coordinator.

Appointments are usually for one academic year and are renewable, to be renewed annually. Assistantships are sometimes available for the summer semester. Appointments may be terminated at any time for cause; for example, failure to make normal progress toward the degree, improper performance of duties, unsatisfactory academic performance, or violation of accepted standards of behavior.

Applicants to the program are automatically considered for assistantships. Offers of new assistantships begin February 1. Accepting a proffered assistantship after April 15 or leaving it in force after April 15 commits the student not to accept another appointment without first obtaining a formal release for that purpose.

## **VII. RESIDENCE REQUIREMENTS**

The minimum residence requirement is three full years of graduate study following a four-year undergraduate course in an accredited college or university. The residence requirement may not be satisfied in summer terms alone. One full academic year of continuous residence must be earned at UNO after successful completion of the qualifying examination. Work done in summer terms or at other institutions may be accepted in partial fulfillment of the three-year residence requirements if approved by the major professor and the dean of the College of Science, but such credit may not reduce the minimum standard of at least one full year at UNO following the qualifying examination. In addition, one academic year must elapse between admission to candidacy, following the General Examination, and taking the Final Examination (oral defense of dissertation).

Students who are in residence for the purpose of the above requirement are devoting essentially all of their energies to graduate study on this campus under the direction of a major professor and an advisory committee. Persons holding graduate assistantships and accordingly performing duties clearly relevant to their graduate study programs will, in most cases, be accruing full-time residence credit.

## **VIII. EVALUATION OF GRADUATE STUDENTS**

Students will be evaluated by the full faculty twice a year, toward the end of each semester. Students will be evaluated in coursework, research, progress and potential in the



program, and other considerations. Evaluations of research will weigh most heavily. A form summarizing the discussion in these areas will be written by the major professor and signed by the student and major professor to indicate that the student was given feedback on the evaluation. It is then placed in the student's permanent records. In addition, the faculty will vote on whether the student should continue in the program. The result of that vote will also be communicated to the student on the form. The form from the most recent evaluation meeting must be in the student's file before registration for the next semester will be allowed. The faculty reserve the prerogative to recommend the termination of a student who is passing all course work but still does not meet the standards of a Ph.D. candidate.

#### **IX. REASONS FOR DISMISSAL FROM PROGRAM**

Graduate students are expected to earn a grade of B or better in each of the required core (both General and Specialty) courses. If the final grade in any of these courses is below a B or if the student withdraws from any of these courses while earning less than a B, the student will be dropped from the program, regardless of his/her status with the Graduate School.

A student must earn a B or better in all courses taken for graduate credit. If a student earns a C or less in a non-core course, that course must be repeated in order to earn graduate credit. All students must maintain at least a B average in all courses in order to remain in the psychology graduate program.

A student is expected to make normal progress toward the degree to remain in the program and must be registered for full time hours to remain in the program. A student may be dropped from the program if, in a semi-annual evaluation, the faculty determines that the student does not meet the standards of a Ph.D. candidate.

If a student, dropped from the program, has not also been dropped by the Graduate School, and if there were unusual circumstances contributing to the poor academic performance, the student may petition to the Graduate Policy Committee for readmission.

**APPENDIX A  
LIST OF REQUIRED FORMS**

Suggested timing of steps for student to make normal progress toward degree. All forms are available at the departmental web site at [www.uno.edu/~psyc](http://www.uno.edu/~psyc) .

**Masters Degree Forms**

- 1. Report on Comprehensive Exam** - End of Spring Semester
- 2. Application for Candidacy (Master's)** - Immediately after comprehensive exam
- 3. Thesis Prospectus Report** - At beginning of second year
- 4. Request for Master's Examination (Thesis Defense)** - Middle of spring semester of second year
- 5. Examination and Thesis Report** - End of spring semester of second year (includes comprehensive exam)

**Doctoral Degree Forms**

- 6. Request for Qualifying Examination** - Start of third year
- 7. Report on Qualifying Examination, Request for Applicancy** - Start of third year
- 8. Request for General Examination** - End of third year/start of fourth year
- 9. Report on General Examination, Request for Candidacy** - End of third year/start of fourth year
- 10. Dissertation Prospectus Report** - Start of fourth year\*
- 11. Request for Final Examination, Doctoral Program** - End of fourth year\*  
(Minimum of one academic year after general exam)
- 12. Examination and Dissertation Report** - End of fourth year\*

SUMMARY**		
	Fall Semester	Spring Semester
First year		1,2
Second year	3	4,5
Third year	6,7	8,9
Fourth year	10	11,12