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## INTRODUCTION

This booklet is intended to assist the Department of Psychology graduate student while at the University of Kansas. A suggestion for the student would be to introduce yourself to some of the people who will assist you while at KU.

		Room	Phone Ext.
<b>Department Chair</b>	Ruth Ann Atchley	423A Fraser	4-9821
Assoc Chair Rsrch&Grad Studies	Monica Biernat	405 Fraser	4-9815
Assoc Chair Undergraduate	Michael Vitevitch	406 Fraser	4-9312

### **Program Directors:**

Clinical Psychology	Rick Ingram	335C Fraser	4-9819
Clinical Child Psychology	Ric Steele	2011 Dole	4-0550
Cognitive Psychology	Evangelia Chrysikou	457 Fraser	4-9811
Quantitative Psychology	Pascal Deboeck	521 Fraser	4-9881
Social Psychology	Monica Biernat	405 Fraser	4-9815

This notebook is not an official statement of Department or University regulations. The materials herein are guidelines only, based on the best information available at this time. Be compulsive --- check out all doubtful or really important matters regarding your graduate education with someone in authority before acting.

**OFFICE SUPPORT STAFF**

		Room	Phone Ext.
Cindy Sexton	Office Supervisor Asst. to the Chair	426B	4-9800
Cathy O'Keefe	Graduate Officer & SONA Admin, Keys	426C	4-4195
Lauren Bias	Class Scheduling Undergraduate Officer	423	4-1605
Tammy Zordel	Clinical Child Secretary	2006 Dole	4-4226

**SMOKING POLICY**

The entire building, including elevators, hallways, stairwells, and restrooms, is a NON SMOKING area.

**OFFICE KEY CHECK-OUT**

See the Office to check out your keys. There is a \$10.00 cash refundable deposit on EACH key at **the time of check-out**. Refunds will be in the form of a check mailed to you. Key deposit must be cash only.

**KANS-A-N TELEPHONE**

The KANS-A-N network is provided for OFFICIAL State long distance calls only. Directions: To get an outside line, dial 8, wait for dial tone, then dial 1, the area code (Kansas included) and your number.

ALL PERSONAL CALLS MUST BE MADE ON YOUR CALLING CARD OR COLLECT ONLY. It is illegal under Kansas law to use any University telephone for personal long distance calls.

**E-MAIL/WEB ACCOUNTS**

For personal e-mail accounts go on the KU website and click on the Technology link. To get web space or email accounts for studies see Cathy in 426 Fraser Hall.

## **PARKING PERMITS**

Parking permits may be obtained at Parking Services, 1501 Irving Hill Road.

## **KU BUSES**

The cost of riding the bus is now covered by your student fees. Off campus you will need to show your KUID when boarding. Bus maps and schedules may be obtained at various locations around campus, including Organization and Activities and SUA located in the Kansas Union, the Student Assistant Center and Enrollment Center in Strong Hall and the Burge Union. **For further** information, call KU on Wheels at 864-4644.

## **PAYROLL**

**ALL PAYROLL IS DONE BY DIRECT DEPOSIT. SET THIS UP WITH THE SHARED SERVICE CENTER.**

See Marilyn 50 Strong.

The University of Kansas requires all Lawrence and Edward campus students to sign up for direct deposit so that funds can be electronically deposited into the account of your choice. This applies to all refunds, dropped hrs, excess financial aid. This can be done through Enroll and Pay.

## **ADDRESS OR TELEPHONE CHANGES**

Please see Cathy in 426C Fraser and inform her of any address changes. It is very important that we have your current address, phone, and e-mail address so we can pass on information to you. A Personal Data Form must also be filled out for the University.(see Registrar's office).

## OFFICE SUPPLIES AND EXPENSES

Please see **Cindy Sexton** in 423A Fr. to request office supplies to be ordered. Supplies that facilitate teaching are provided by the department. If you are assisting a professor with research associated with a grant, request supplies ahead of time and record those in the main office also. **Cindy** can assist with identifying state-contract items and billing options for supplies and toner cartridges.

## THINGS TO KNOW

How to register ..... [www.timetable.ku.edu](http://www.timetable.ku.edu) on line  
 Graduate School Catalog ..... [www.catalogs.ku.edu/graduate/](http://www.catalogs.ku.edu/graduate/) on line

## Procedure for Checking out Department Copies of Theses and Dissertations

1. The Dissertation Library is located in Fraser 327A. The door is kept locked, so you will need to see the graduate officer.
2. Check out a thesis or dissertation by filling out the card in the back of the book and then give the card to the Graduate Officer. Print current date, full name, and telephone number, KUID on the card.
3. The thesis or dissertation may be kept for **no more than 3 months** (provided no one else needs to use it.) If needed longer than 3 months then you must recheck it out by seeing the Graduate Officer and asking for an extension.

## GETTING A MASTER'S DEGREE

Everyone who gets a Master's degree from the Department of Psychology **must** complete a thesis based on empirical research (not literature reviews or purely theoretical or conceptual productions). A minimum of 30 hours of coursework **must be** completed, of these hours, at least 24 **must** be non-thesis. See Cathy for more information.

## TRANSFER CREDITS

No more than 6 of these 30 hours may be taken outside the department (which also includes courses taken at another university and transferred to KU). Master's students may transfer up to 6 graduate hours from another university to KU. These courses should be related to the degree.

If a student thinks there are hours that can or should be transferred to KU, see your Program Director.

## **DEADLINES**

Students who are in the psychology graduate program have the following deadlines for a Master's degree. The department has set a deadline of 2 years for completion of the M.A. However, a student may be allowed to take up to 3 years if needed but the student **must** first get the approval of their Program Director. Ph.D. students normally have 10 years in which to complete both an M.A. degree and a Ph.D. degree.

## **Required Courses**

The Department of Psychology as such does not have a list of required courses, which the student must complete. As of July 1, 1989, the Cognitive, Quantitative and Social programs operate on a "contract system" in which each student arranges a personal plan of study with the program to which she or he belongs. The Clinical, Clinical Child and Developmental programs have a more regulated course of study all students must complete. See your advisor or program director about courses that may be required by your program, and which must therefore be included in your personal plan of study.

## **CHOOSING A MASTER'S COMMITTEE**

The student should choose a committee of three. These three members should be individuals whose interests are similar with theirs. This will facilitate receiving expert constructive help.

Some programs have rules about who may and may not serve in various capacities; please refer to TABLE 1 (Page 12).

**When the thesis advisor agrees that the student is ready to take the Masters Oral Exam, the student should see the Graduate Officer. This should be done at least TWO WEEKS prior to the oral exam. The student needs to know the following information:**

## **Information I need 2 weeks before defense.**

Name:

Student ID:

Program:

Phone#:

E-mail:

Defense Type:

International: Yes\_\_ No\_\_

First Term Attended: Fall \_\_ Summer\_\_ Spring\_\_ Year:\_\_\_\_\_

Defense Date:

Defense Room #

Defense Time:

Defense Title:

Chair:

Co Chair, if applicable:

Committee Members:

When are you planning to Graduate: Summer\_\_\_\_\_Spring\_\_\_\_\_Fall\_\_\_\_\_

Have you went on line at enroll and pay and applied for your application to graduate.

The Graduate Officer then types a Progress to Degree form with the appropriate information (this officially schedules the exam). After, it is signed by the Department Chair/Graduate Officer and sent to the Graduate School for approval.

## **Getting a Ph.D. Degree**

### **DEADLINES**

1. If a student comes to KU with a Bachelor's degree, 10 years are allowed to complete the entirety of the graduate work -- both the M.A and the Ph.D.

2. If a student comes to KU with a M.A. degree in any field, 8 years are allowed to complete the Ph.D.
  
3. If a student is transferring into Psychology with an M.A. from any other department within KU, 8 years are allowed to complete the Ph.D.
  
4. If a student gets the B.A. degree from the Department of Psychology at the University of Kansas, Rule #1 also applies. It is a **must** to be finished within 10 years of beginning graduate study in the Department of Psychology at the University of Kansas.
  
5. The College Office has a deadline of five years between the oral comps and the final defense of a dissertation, but there must be a space of 5 months between orals and Final defense.

**IF YOU HAVE ANY QUESTIONS, CONTACT THE GRADUATE OFFICER**

**ACADEMIC RESIDENCY REQUIREMENTS** (Not for fee purposes)

The Graduate School has a "Residency Requirement". Residency coursework consists of regular courses -- not Thesis, Dissertation, or Independent Study hours. The Residency Requirement must be fulfilled by the semester in which the Comprehensive Oral Exam is taken.

Students must complete 2 full-time credit semesters or 1 full-time semester and 1 full-time summer session.

"Full-time credit" is any combination of 2 semesters of the following:

1. At least 9 semester credit hours per semester.
  
2. At least 8 semester credit hours plus a 30% university teaching assistantship (TA) or research assistantship (RA) appointment per semester.\*\*



3. AT least 7 semester credit hours plus a 40% university teaching assistantship (TA) or research assistantship (RA) appointment per semester.\*\*
4. At least 6 semester credit hours plus a 50% university teaching assistantship (TA) or research assistantship (RA) appointment per semester.\*\*
5. At least 6 semester credit hours per semester (Summer).\*\*
6. At least 3 semester credit hours plus a 50% university teaching assistantship (TA) or research assistantship (RA) appointment per semester (Summer)\*\*

\*\* Only hours taken for the Ph.D. requirements can count, including courses for the RSRS.

### **Research Skills and Responsible Scholarship Requirement Plan**

Each graduate student must complete the RSRS before he or she is allowed to take the Comprehensive Oral Exam. This is a Graduate School rule. Requirements vary from program to program and the way each student fulfills them must be stated in the student's individual study plan -- see your Program Director for details.

### **CHOOSING AN ORAL COMPREHENSIVE EXAM COMMITTEE**

The student should choose a committee of five individuals wisely, and choose those whose interests are similar with theirs. This will facilitate receiving expert constructive help.

Some programs have rules about who may and who may not serve in various capacities, see TABLE 1(Page 12).

The committee **must** contain someone who is **NOT** a member of the Psychology Department Graduate Faculty (outside) member. This person represents the Graduate School, making sure the student is receiving a "well-rounded" examination. **IF YOU HAVE ANY QUESTIONS ABOUT THE ACCEPTABILITY OF AN INDIVIDUAL TO SERVE, PLEASE SEE THE GRADUATE OFFICER.**

When the dissertation advisor agrees that the student is ready to take the Comprehensive Oral Exam, the student should contact the Graduate Officer. This should be done at least **THREE WEEKS** prior to the oral exam. The student needs to know the following information:

### **Information I need 3 weeks before defense.**

Name:

Student ID:

Program:

Phone#:

E-mail:

Defense Type:

International: Yes\_\_\_ No\_\_\_

First Term Attended: Fall \_\_\_ Summer\_\_\_ Spring\_\_\_ Year:\_\_\_\_\_

Defense Date:

Defense Room #

Defense Time:

Defense Title:

Chair:

Co Chair, if applicable:

Committee Members:

Out of Dept Member:

When are you planning to Graduate: Summer\_\_\_\_\_Spring\_\_\_\_\_Fall\_\_\_\_\_

Have you went on line at enroll and pay and applied for your application to graduate.

The Graduate Officer then types a Progress to Degree form with the appropriate information (this officially schedules the exam). After, it is signed by the Graduate Affairs Officer and sent to the Graduate School for approval. If the Comprehensive Oral Exam is taken by the **LAST DAY OF CLASS, the student can** use that semester to qualify for Post-Comprehensive. Upon passing the Comprehensive Oral Exam, the student is considered a Ph.D. candidate.

### **DISSERTATION COMMITTEE**

The Dissertation Committee is the core committee that aids the student in developing and completing the dissertation project. It is expected that their guidance be sought throughout the entire process.

From this point on until the dissertation has been turned in, any required internship has been completed, and you are finally ready to graduate -- **you MUST BE CONTINUOUSLY ENROLLED**. If the student fails to do so, the College Graduate Division will NOT allow the student to graduate.

### **POST-COMPREHENSIVE HOURS**

The Graduate School requires that the student make significant progress toward the Ph.D. Their way of ensuring this is to require that once the student has passed the Comprehensive Oral Exam, the student **must** enroll in at least 6 hours each fall and spring semester and 3 hours during the summer semester until all degree requirements are completed or the student has accumulated 18 hours. (The Graduate School requires that the majority of these be dissertation hours.) The student may count the semester that the Comprehensive Oral Exam was taken as post-comprehensive hours if the Comprehensive Oral Exam was taken by the last day of class. After the 18 hour Post-Comprehensive requirement is met the student may drop to 1 hour per semester. The student **must continue to** enroll in 1 hour per semester until the dissertation has been written, presented, defended, copied, bound, turned in, and the student has completed the **internship** (for students in the Clinical and Clinical Child Psychology Programs only). The 18 hour requirement may be waived if the student has completed the Ph.D. prior to reaching the 18 hours. In that case, it is not necessary to keep taking

hours just to get to 18. Also, at least 5 months M U S T elapse between the Comprehensive Oral Exam and the final defense.

**TABLE I WHO MAY SERVE ON THESIS AND DISSERTATION COMMITTEES**

**2 OF THE 3 COMMITTEE MEMBERS FOR THE MA MUST BE DEPARTMENT FACULTY MEMBERS**

**THREE OF THE 5 COMMITTEE MEMBERS FOR THE PHD MUST BE DEPARTMENT FACULTY MEMBERS.**

**This is a general outline of basic program requirements for the composition of an M.A. or a Ph.D. degree committee. These requirements are in addition to those required by the Grad. School.**

Question	Clinical	Cognitive	Quantitative	Developmental	Social
May the THESIS Chair be outside the Program?	Yes	No*	No	Yes	Yes
May the THESIS Chair be outside the Department?	Yes	No*	No	Yes	Yes
Are there a minimum number of program members who must serve on a Thesis committee?	50%	Yes-1	Yes-1	Yes-2	Yes-2
Are there a minimum number of non-department people who must serve on a THESIS committee?	No	No	No	No	No
Number of DISSERTATION committee members.	5	5	5	5	5
May the DISSERTATION Chair be outside the Department?	Yes	No*	No*	Yes	Yes
Are there a minimum number of program members who must serve on a Dissertation committee?	50%	Yes-1	Yes-1	Yes-2	Yes-2
Are there a minimum number of non-department people who must serve on a ORALS committee?	1	1	1	1	1
Are there a minimum number of non-department people who must serve on a DISSERTATION committee?	1	1	1	1	1

\* The Cog/Quant Program will accept a Co-Chair from outside the Department; however, the Cog/Quant Graduate Faculty Member is the Chair of Record.

## **MOST COMMONLY ASKED QUESTIONS ABOUT COMMITTEE MEMBERSHIP**

### **Explain who is eligible to be the "outside member" of my committee?**

The outside member has to be an assistant professor or above on tenure track at KU outside your department's budgetary line.

### **How can I find out for sure if the professor I wish to have as outside member is eligible?**

See the Graduate Officer.

### **Can I have a faculty member completely outside the university on my committee?**

As long as your department agrees and the professor is eligible for graduate faculty membership, i.e., has a terminal degree in the field and is an active researcher. If he/she agrees to serve on your committee, it will be necessary to obtain a curriculum vitae to appoint the professor to the graduate faculty at KU on a special basis.

### **I have been working closely with a faculty member outside of KU--is it possible to name this professor as chair of my committee?**

Yes, but it would be necessary to name a co-chair at KU to assist you with paperwork. Again, this will have to have prior approval from your department and the professor will need the proper qualifications.

### **My main advisor has left the university. How can he/she continue as my main advisor?**

The professor's graduate faculty status will be changed to special(outside the university); again, you will have to have a co-chair at KU. If you Leave the university to be with your advisor, check in with the Division before you leave for advice on the practical matters of how to keep enrolled, etc.

### **Since I was admitted to the university, every prof in my field has either left the university or died. What can I do?**

My advice would be first--to check for faculty members in related disciplines at KU; if you can find no one, get permission to work with a prof, say, at the University of Missouri or Kansas State, for example.

### **Once my committee is constituted, how can it be changed, i.e., I'm having personality problems with one of my secondary members?**

Usually, a committee membership change is made via a petition to your department, although many times it can be by mutual verbal consent of your committee.

**IMPORTANT ADVICE: Your original committee consists of three members. As you begin drafting chapters and revising, make sure you get input from all your faculty members, not just your chair. This can save you major revisions at the finale of your adventure. Do make sure you give the copies of your thesis and dissertation to your committee members so they have enough time to review.**

**COPYRIGHT** (Doctoral Only)**Why would I want to copyright my dissertation ?**

To protect original data in your manuscript.

**Where do I put the copyright symbol?**

Either on the title page at bottom center, or on a sheet of paper (in the center) immediately following the title page, as follows:

Joseph Smith

©1992

or Copyright 1992

or C1992

**What if I want to copyright my Master's thesis?**

Contact University Microfilms, Inc., directly. The address can be obtained at the Division Office.

**ADDITIONAL COMMITTEE REQUIREMENTS OF THE DEPARTMENT OF PSYCHOLOGY**

Psychology faculty who have regular faculty status must comprise the majority of any thesis or dissertation committee. Other persons must have an **Special** appointment to the Graduate Faculty that has been **approved by the** Program Director in order to serve on and or chair any committee. **Special** appointments should be initiated at the time the committee is formed. If the chair of a committee is NOT a member of the regular graduate faculty of the Department of Psychology, a Co-Chair must be named from the regular graduate faculty of the department. Before advancing too far, check with the Graduate Officer to find out what type of appointment a particular faculty member has.

**ADDITIONAL DEPARTMENT REQUIREMENTS FOR GRADUATION****MA**

**HARD BOUND COPY OF THESIS TURNED IN TO THE GRADUATE OFFICER**

**PH.D.**

**ALL CHECKED OUT BOOKS AND CDS RETURNED TO THE OFFICE**

**ALL MONEY FOR COPIES AND POSTAGE PAID**

**ALL KEYS RETURNED**

**DEPARTURE FORM TURNED IN TO THE GRADUATE OFFICER**

**HARD BOUND COPY OF DISSERTATION TURNED IN TO THE GRADUATE OFFICER**

## **GPA PROBATION AND DISMISSAL GUIDELINES**

A student is required to maintain a 3.0 cumulative grade point average. Once the cumulative grade point average falls below a 3.0, the department will be notified by the Graduate School and the student will be placed on probation. It is the responsibility of the department to take action and place the student on probation (or notify the Division why they do not wish to do so). The department should notify the student in writing. This action will be followed by a letter to the student from the Graduate Division confirming the fact and explaining the options available to them.

A student is allowed one semester on probationary status. If the cumulative grade point average has not risen to 3.0 at this point, the student can either be dismissed or allowed to continue, dependent upon the department's decision. If a student's cumulative grade point average is so deficient that time required to raise it to the 3.0 requirement for graduation is beyond the limits of probability, the Graduate School will dismiss the student from the graduate program involved, unless the department can show strong reason why the student should be allowed to continue.

A graduate student can be dismissed from the Graduate School upon recommendation from the student's department. Academic dismissal should occur before a given semester; however, if a student is dismissed during the semester, said dismissal will be effective only at the end of the semester in which notification of dismissal is given by the department. The Graduate School will also **notify the** student of dismissal. Usually, a graduate student is dismissed because of a low cumulative grade point average; however, failure of exams and unsuccessful progress as determined by the department or program can also be the cause of dismissal.