

I. _____

(Behavioral Neuroscience, Clinical, or Cognitive). Students are to fill out the area course check-list (with grades & semester taken), attach a transcript

D. An approved Masters Thesis Defense Form (_____ hesis document is available to the public at least 10 days prior to the defense date (the committee requires a minimum of 2 weeks). When the defense is completed the student is to have the back of the form filled out by the committee chairperson (or advisor) and obtain the appropriate signatures before giving it to the graduate secretary.

E. An e-copy of the approved Masters Thesis must be submitted to the Graduate

II. B. Ph.D. Degree Requirements:

Neuroscience, Clinical, Cognitive, or Behavioral Science). Students are to fill out the course check-list (with grades & semester taken), attach a transcript from the

for a Ph.D. degree.

Notes:

1. Required course work is determined by each area (see check-lists on web (<http://psychology.binghamton.edu>)).

2. Obtaining a Minor is now optional. If a student chooses to have a minor, outlining the courses to be taken.

B. Successful completion of the Preliminary Examination, with the signed Preliminary Examination form being given to the graduate secretary for filing.

C. After steps A and B are completed, a Recommendation for Admission to Candidacy for Doctoral Degree form should be filled out, signed by the Director of Graduate Studies in Psychology, and given to the graduate secretary.

Note: This (steps A, B and C) advances the student to all-but-dissertation (ABD) status which reduces student fees.

D. An approved Ph.D. Dissertation prop committee and giv.002 (n)4.002 (e)4.002 (d)3.993 ()-1.997 (b)4.00213.003 (e)1.997 (b)4.0 <

A letter from the student that states the following:

1. The reason for the request, which outlines the relevance of the course

3. The substitution must match or exceed the required course in number of credits.

The graduate committee will meet to review the criteria and inform the student in writing of the decision of the committee.

Note: Some distribution courses are offered on an every other year basis. This requires students to plan ahead and not assume substitutions will be approved.

C. Masters Thesis Exemption. The student should submit a written petition to waive the requirement to the area faculty (at least 3 faculty must approve).

another institution to a selected committee of three faculty appointed by the Area Head.

The faculty will read, review, and discuss whether the document is of sufficient quality and appropriate focus to be considered equivalent to a s Thesis.

A written response (exemption or denial) will be provided to the student by graduate secretary).

IV. Thesis and Dissertation Issues :

(See also: <http://gradschool.binghamton.edu/handbook.htm>)

3. Outside representative: One faculty holding a PhD or equivalent degree that holds an academic appointment at the rank of assistant professor higher from a department or university other than the department awarding the degree. The name of this individual must be sent to the Graduate School for approval several months prior to the dissertation defense. Nonacademic professionals must be approved by the Area Head, Director of Graduate Studies, and the Associate Dean of the Graduate School.

Notes:

a. Individuals under the direction of Binghamton faculty in the Psychology Department (research staff w/PhD) cannot serve as outside members.

b. Outside members do not need to be part of the proposal committee.

Purpose: To ensure the dissertation meets high academic standards and uniformity in the standards across departments and universities, and to provide an outside point of view ±a different prospective.

E. Time lines.

1. Masters Thesis: Students are expected to submit a proposal by the beginning of the fall semester of their second year of enrollment. An earlier time frame is encouraged. Students are expected to submit a final draft of the thesis by the end of their second year. Students who do not submit a final draft by the end of their second year will be placed on probation for funding. Students are expected to give committee members a copy of the final document ² *that has been approved by the mentor* ² a minimum of two weeks prior to the defense date.
2. Qualifying Examination: Students are expected to form a qualifying examination committee at the beginning of their third year in the program. Such committees must include at least three members of the faculty. Specific rules for qualifying examinations differ among areas. Qualifying examinations should be completed by

Students failing to successfully complete their qualifying examination by the end of their fourth year will be placed on probation and may not be eligible for further funding.

1. Probation is removed if the student is able to achieve satisfactory grades (B or above) for one year and GPA is raised to 3.0 or higher.
2. If the student is unable to improve his/her GPA the student will be terminated from the program.

their qualifying examination ideally after three years of matriculation and

A student will be put on probation if:

1. the qualifying examination requirement is not satisfied by the end of the fourth year of study. The student will be required to take the qualifying examination within a specified time. If the qualifying examination is not passed at this time, the student will be terminated from the program.
2. the qualifying examination is failed. The qualifying examination committee will determine the course of action and if remediation is an option. The

E. Unethical behavior. Scientific fraud and other unprofessional actions (such as sexual harassment, discrimination, violence, teaching failures), including those related to clinical issues (see clinical handbook) can result in immediate dismissal from the program.

VI. Approved leaves of absence from the Department of Psychology :

A. Leave of Absence. Under exceptional situations, students may apply for a *Leave of Absence*. Students on leave are excused from the registration requirement during the period of the leave. Leaves are normally granted for six months with an extension of up to one year. A *Leave of Absence* is granted only in exceptional circumstances, such as illness or other unusual personal hardship, and requires detailed justification. *Leaves of Absence* are not granted to students who wish to absent themselves to undertake thesis or dissertation research elsewhere. Requests for *Leaves of Absence* should be submitted one month prior to the semester for which the leave is requested.

Requirements:

1. Discuss with advisor the reasons and strategy for a leave of absence and return.
2. Meet with Area Head to formalize in writing the goals and time frame for returning to full-time status in a document. The student and the Area Head should sign this document.