

GRADUATE STUDENT MANUAL

STATE UNIVERSITY OF NEW YORK,
UNIVERSITY AT BUFFALO
DEPARTMENT OF PSYCHOLOGY
Revised August 2017

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PREFACE

This manual has been prepared as a guide to help students anticipate deadlines, navigate procedures and regulations successfully, and answer questions that may arise in the course of graduate study. It is our interpretation of policy and practice.

In addition to this Department of Psychology Graduate Student Manual, students should become familiar with the manuals prepared by some of the areas within the department and, most important, with the manual prepared by the Graduate School.

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Graduate School Policies and Procedures: A Manual for Graduate Students and Advisors (www.grad.buffalo.edu, Rm. 408 Capen Hall, 645-2939) includes information on registration, grading procedures, graduate school policies (including transfer credits, time limits, application to candidacy, informal courses, and degree conferral timetable), procedures for master's and doctoral candidates (committee, oral defense, dissertation checklist, degree forms, etc.), student records (change of name or address, transcripts, etc.), research involving human participants, grievance procedures, etc.

If there are important questions regarding university or departmental regulations which have not been covered in this manual, please let us know so that future editions can be more useful.

You **MUST** activate your UB e-mail account. Both the Graduate School and the Department of Psychology will send important notices to **ONLY** your University e-mail account. You may continue to use an off-campus e-mail account (e.g., Yahoo, Hotmail). However, if you will not be checking your University e-mail account daily, you should have all messages from this account automatically forwarded to your off-campus account. You may arrange this at the following website: <http://www.cit.buffalo.edu/mail/manage/html>

Graduate Students are NOT to paint their offices. If they believe that their offices need painting, they should notify the department chair.

ADMINISTRATION

Chair..
Associate Chair
Executive Officer
Director of Graduate Studies
Director of Undergraduate Studies

Stephen T. Tiffany, Ph.D.
Sandra Murray, Ph.D.
Rita Hamilton
Craig Colder, Ph.D.
Peter Pfordresher, Ph.D.

AREA HEADS

Behavioral Neuroscience
Clinical
Cognitive
Social Personality

Derek Daniels, Ph.D.
Jennifer Read, Ph.D.
Eduardo Mercado, III, Ph.D.
Sandra Murray, Ph.D.

STAFF

Executive Officer
Coordinator of Grad Studies & Grad Admissions
Coordinator of Undergraduate Studies
Director, Psychological Services

Rita Hamilton
Mary Schnepf
Christa Greenberg
Dr. Sarah Taber-Thomas

Secretaries

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Nancy Barletta
AJ Imiolo
Lisa Krobe
Mary Włodarczyk

Instructional Support Specialist

Sam Folby

PART ONE: THE M.A. IN PSYCHOLOGY

I. REQUIREMENTS FOR THE M.A. IN PSYCHOLOGY

Introduction

The graduate program leading to a Master's Degree in Psychology is designed to provide an advanced background in all areas of psychology. Our goal is to give students both broad and deep exposure to current ideas and evidence in the study of behavior. However, the student should be aware that this is not a professional training program. Applicants desiring professional training should apply to one of the department's doctoral programs. Admission to the Master's program is separate from and does not constitute admission to our doctoral program.

Advisement

M.A. students are matched to a departmental faculty member and this faculty member will serve as the student's advisor.

Application To Candidacy

As the M.A. program is completed, each student must file an Application to Candidacy prior to the expected degree conferral date (usually 6 months prior). Forms for filing the Application to Candidacy are available online from the graduate school site (www.grad.buffalo.edu).

Funding

Funding for M.A. students is limited within the Psychology Department, but students may want to consult with the university Financial Aid office regarding loans and special programs and grants. Some M.A. students secure funding upon arrival, through university-affiliated employment or may be eligible for funding from a sponsoring faculty person's research grant

Probation

Students must have a 3.0 cumulative graduate GPA in order to maintain good standing in the program and to be eligible for degree conferral. Any graduate student who receives a grade of 'U,' 'F,' or 'D' in any course, who has a cumulative GPA under a 3.0, or who indicates a lack of ability as determined by the Director of Graduate Studies and/or the student's academic advisor, will receive an immediate academic review. Upon completion of the academic review, the director of graduate studies may place the student on academic probation.

Students determined to be making unsatisfactory academic progress must be placed on academic probation. A probationary letter will be issued to the student, with a copy to the academic advisor, indicating the conditions that must be met and outlining an appropriate time frame in which to regain good academic standing in the graduate program. The outcome that will result if the conditions are not met must also be included in the probationary letter. Probationary letters will be made in writing by the director of graduate studies or the student's academic advisor at the end of the semester and will indicate the terms of the probation and its removal. After the specified time frame outlined in the probation letter, the student must be sent a letter removing the probationary status, or a dismissal letter, or a second probationary letter with a new set of conditions for regaining good academic standing.

<p>Courses</p>	<p>30 credit hours:</p> <ul style="list-style-type: none"> • 1 graduate statistics courses (PSY 608 or PSY 607, 3 credits) • One distribution course from each of our four areas (12 credits) <ul style="list-style-type: none"> ○ Behavioral Neuroscience (513 Biological Bases of Behavior) ○ Clinical (618 Developmental Psychopathology, 624 Psychopathology, 625 Community Psychology) ○ Cognitive (627 Perception, 639 Cognitive Processes, 642 Psycholinguistics, 645 Cognitive Development, 728 Memory) ○ Social-Personality (680 Advanced Social Psychology, 725 Attitudes and Social Cognition) • Electives (15 credits) • Only one approved course may be from outside the Department of Psychology • No more than 6 total credits of PSY 600 can be applied towards the 30 required credit hours <ul style="list-style-type: none"> ○ <i>Note that MA students are not eligible to enroll in PSY 699, PSY 700 or PSY 799 without permission and cannot use PSY 699/700/799 towards the 30 required credit hours for the MA degree.</i> • Students must obtain <ul style="list-style-type: none"> ○ a grade of B- or higher in statistics courses and the four distribution courses ○ at least a B average across all courses (overall GPA of 3.0 or higher)
<p>Project</p>	<ul style="list-style-type: none"> • The M.A. project is a well-organized and thoroughly documented scholarly paper with an identifiable research question. The project can take several forms depending on the needs of the student, including but not limited to, an original empirical study, a critical review paper, or a paper reporting meta-analysis. • The student must assemble an M.A. committee of at least TWO members, composed of Department faculty of professorial rank. The committee chairperson must also be a member of the faculty of the Graduate School. Faculty with qualified academic rank (research, clinical, adjunct) may be an additional member on an M.A. project committee, but may NOT count as one of the required members. Faculty with qualified rank may chair an M.A. project committee if she or he is a member of the Graduate School faculty, in which case, the committee must consist of three members, two of which hold regular appointments in the department.

II. GRADUATE SCHOOL REQUIREMENTS FOR THE M.A.

If you should decide to earn the M.A. degree in the Department, either on your way to the Ph.D. or as a terminal degree, the following points should be kept in mind:

- A minimum of 30 semester hours of formal course work with a B grade average (3.0) beyond the Bachelor's Degree is required.
- The minimum residence requirement for the M.A. in Psychology degree is one year (24 semester credit hours).
- All M.A. students are expected to meet the statistics and distribution requirements.
- The student must complete either an M.A. project or thesis. An M.A. thesis is distinguished from an M.A. project in that the thesis option requires a copy to be electronically submitted to the graduate school and a public oral defense attended by the major professor and M.A. committee.
- The student must file an M.A. Application to Candidacy with the Graduate School, describing his or her project or thesis research. If a student chooses to write a thesis, he/she MUST PUBLICALLY DEFEND THIS THESIS.
- In addition to the above, if the student has elected to call the report a "thesis", he or she should check with the Coordinator of Graduate Studies in Psychology and the Graduate School for the appropriate filing/paperwork procedure.
- A Graduate School Multi-Purpose Report Form (M FORM) is signed by the certifying members of the student's committee and the Director of Graduate Studies when all the requirements have been satisfactorily met.
- Continuous registration is mandatory. Graduate students must register (and pay all unwaived tuition and fees) for a minimum of one credit hour each fall and spring term until all requirements for the degree are completed. Supported students must be registered full-time or have filed an Application to Candidacy and Certification of Full Time Status form. If such registration should be impossible or inappropriate at any time, the student must secure a leave of absence or withdraw from the Graduate School. Request for leaves of absence are negotiated through the Graduate Studies Office.

ALL DISTRIBUTION AND STATISTICS COURSES MUST BE PASSED WITH A GRADE OF B- OR HIGHER.

PART TWO: THE Ph.D. IN PSYCHOLOGY

I. REQUIREMENTS FOR THE Ph.D. IN PSYCHOLOGY

A. RESIDENCE

The minimum residence requirement for the Ph.D. degree shall be one year (24 semester credit hours). This shall include two semesters of continuous full-time study taken under the auspices of this institution. A student who believes he or she can complete the substantive degree requirements in less than the recommended time may petition for relief. *Clinical Ph.D. students should refer to the Clinical Student Handbook for information regarding APA requirements for residency.

The policy of requiring full-time status has implications for the criteria against which student progress is evaluated by the Department. Please refer to the section on Student Evaluations.

B. STATISTICS

All students must complete two courses in statistical methods during their first year of study. Normally, this requirement is fulfilled by satisfactory completion of Psychology 607 and 608, or 607 and 613 (Data Analysis), or the equivalent from another department. The entering student should consult with his or her advisor early to assess his or her background in statistics in order to determine the options available for the completion of the statistics requirement. Statistics courses MUST be passed with a grade of B- or higher.

Each area must plan its course requirements so that Ph.D. students can take two distribution courses during their first two years.

C. DISTRIBUTION COURSES

Each student must complete at least three psychology distribution courses (with a grade of B- or higher), chosen from three different areas outside the student's area of specialization; none of the distribution courses are to be taken outside the Department except in exceptional circumstances which make it impossible for the student to complete the three courses within the Department. These three courses must be selected from courses listed for distribution credit listed in this handbook. They must be completed prior to the filing of the student's Application to Candidacy. In the case of courses not appearing in the handbook, the student must petition the Graduate Studies Committee for approval.

Student petitions for distribution credit should provide (a) an adequate course description, (b) major readings of the course, (c) justification as to how the course presumably strengthens the student's program of study. No tutorial course of any kind is acceptable for distribution credit (supervised research, supervised teaching, dissertation guidance or any other individually arranged tutorial inside or outside the Department). No methodological courses are acceptable inside or outside the Department. Courses in the 860 group are generally acceptable only if a Request for Approval of Graduate Course has been filed for that course. Final disposition of petitions remains the Committee's responsibility.

As of the Fall of 2017, only the following courses are approved as distribution courses:

Behavioral Neuroscience

- 513 Biological Bases of Behavior

Clinical

- 618 Developmental Psychopathology
- 624 Psychopathology
- 625 Community Psychology

Cognitive

- 627 Perception
- 639 Cognitive Processes
- 642 Psycholinguistics
- 645 Cognitive Development
- 728 Memory

Social - Personality

- 680 Advanced Social Psychology
- 725 Attitudes and Social Cognition

**Note that certain areas may require specific distribution courses. Please discuss distribution course options with your advisor.

D. RESPONSIBLE CONDUCT OF RESEARCH TRAINING REQUIREMENT

All doctoral students are required to document successful completion of Responsible Conduct of Research (RCR) training by the end of their first semester in the graduate program. To meet this requirement, students must complete the Collaborative Institutional Training Initiative (CITI) online Responsible Conduct of Research course with a score of 80% or higher. The University at Buffalo has an institutional membership in the CITI online RCR program. That online program can be accessed through the following website: <http://www.citiprogram.org>.

After completing this requirement, the student must send an electronic copy of the "Completion Report" or certification to the Coordinator of Graduate Studies (mschnepf@buffalo.edu). You should also keep a copy for your files for future IRB and grant submissions. Students who fail to complete this requirement by the end of their first semester will be placed on probation and their research activities will be suspended.

II. STUDENT EVALUATION PROCEDURES

A. STUDENT ACADEMIC EVALUATION

Formal evaluations are currently required by the Department at three points: semester performance evaluations, preliminary examinations, and the final oral defense of thesis examination.

Semester Performance Evaluation

Immediately following the close of each semester, the area faculty meets to evaluate masters' and doctoral student performance. Attention is given to first-year students who are not meeting requirements in a timely fashion, to students who are not completing course work or maintaining a "B" average, and to students not meeting standards of academic honesty or professional conduct. Recommendations for negative department action (termination or denial of support) concerning any student may be considered and acted upon.

Each area may make any of the following decisions about student progress.

1. The student's performance is well above adequate and he or she should be commended.
2. The student's performance is adequate and he or she should be retained.
3. Although the student's general academic performance is adequate, it is the considered opinion of the area that he or she should not continue in his or her present program.
4. Although the student's overall academic performance is not failing, it is the opinion of the area that it is marginally satisfactory and he or she should be put on probation.
5. The student's academic progress is below that considered adequate for work toward a Ph.D. in Psychology and he or she should be terminated.

Area Procedures

Any student for whom negative action is being recommended will be notified in sufficient time to enable them to be represented at the Committee meeting if they wish, by designating a faculty or student advocate. The advocate may participate as a non-voting member of the Committee. Voting in these meetings shall be by secret ballot.

Department Procedures

A student who is recommended for termination from an Area shall no longer be a member in good standing in the Department and shall be terminated from further work toward the Ph.D. in psychology.

Students dropped from an Area may petition the Graduate Studies Committee for review of their status in the Department. Students for whom negative action has been taken by an area who so petition must be notified in sufficient time to enable them to present their case and/or be represented at a Graduate Studies Committee meeting by a designated faculty or student advocate who may participate as a non-voting member of the committee. Voting in these meetings shall be by secret ballot.

Grades

Students must maintain an overall "B" average. This is a graduate school requirement. Students who fall below this average are automatically on probation. They are not eligible for financial support unless they maintain a "B" average. All distribution and statistics courses must be passed with a grade of B- or higher. All PSY 600 and PSY 700 courses receive either an "S" grade (satisfactory) or a "U" grade (unsatisfactory) and do not contribute to the overall GPA.

Standards

It is recognized that our graduate students are highly selected and that in accepting a student to the Department we undertake an obligation to help that student develop his or her abilities to the fullest. Evaluation is undertaken not only to determine whether a student is adequately meeting the demands of the area and the department, but also to attempt to determine what the student needs in order to help him or her develop as a psychologist. Therefore, no explicit definition of minimum academic standards has been established. Rather, the department relies heavily on the judgments of its faculty in setting standards of adequate performance. If a student questions the fairness of this judgment, the student has ready recourse to both department and University grievance procedures, as well as the safeguards built into the evaluation procedures described above.

In reaching a final determination in the assessment of student performance, area committees are guided by the following considerations:

- Each student must be making normal progress in the completion of degree requirements. This implies satisfactory progress of approximately 18 to 24 credits per year for the first three years. Students must maintain a "B" (3.0) grade point average.
- A grade of B or S is considered to indicate adequate performance. A grade of B- or below is taken to indicate marginal or failing performance. In order to receive credit towards fulfilling the statistics and distribution requirements, courses must be passed with a letter grade of B- or higher.

In the College of Arts and Sciences, the following additional policy on S/U grading has been in effect since December, 1973 (reconsidered and approved, March, 1976): In order for a graduate student to receive a grade of S in lieu of a letter grade in a graduate course, he must be doing A or B work.

B. EVALUATION FOR FINANCIAL SUPPORT

It is an Area responsibility to determine whether students' financial support is continued. The following guidelines are used to make this decision:

1. Students who are not making satisfactory progress will probably not be offered financial support for the next academic year. Thus, some students who have not made satisfactory progress may find themselves in good standing within their areas but without departmental support.
2. Progress may be judged "unsatisfactory" or "minimally acceptable" if you are accumulating incomplete grades and/or you are not completing degree requirements in a timely manner, e.g. prelims. Elsewhere in this handbook, the official requirements established by the State Education Department for minimal accomplishments in order to receive student loans, tuition waivers, etc. are listed.
3. Students should become professionally involved with faculty in their Area. If no members of the faculty are sufficiently well acquainted with a student to testify to his or her professional competencies, then questions might be raised as to whether the student is doing anything other than course work.

C. PRELIMINARY REQUIREMENTS

Preliminary requirements are usually completed during the student's second and third year and are "preliminary" to the beginning of the student's doctoral research project. In addition to an original "master's level" research project, each area has the responsibility for the conduct of the student's prelim requirements. There are different policies and procedures in the different areas. The student should consult with his or her area head for details. Following the completion of the preliminary requirements, students are notified in writing. Prelims must be completed before a student files for Ph.D. candidacy.

D. ORAL DEFENSE OF THESIS

The oral defense of thesis examination is conducted as the final step toward completion of the student's Ph.D. degree requirements. This examination is scheduled by the Coordinator of Graduate Studies after he or she has received the Dissertation Proposal (DP) signed by all the committee members and all prior requirements have been fulfilled. The defense should be scheduled at least one month prior to the planned dissertation date and defenses should be scheduled on a date that is at least one month prior to the final graduation deadline posted by the Graduate School. Deadline dates can be found on the Graduate School website: www.grad.buffalo.edu/etd/doccheck.pdf

Students must submit their dissertation to all of their committee members at least one month prior to the defense date. Also, students must file a Permission to Defend form with the Coordinator of Graduate Studies at least two weeks prior to their scheduled defense.

Oral defense is required to be a public event. The student is required to be physically present at his/her dissertation defense. All committee members are required to be present at the defense. If circumstances warrant, teleconferencing is allowed for *committee members* if it is not possible to physically attend; however, at least two committee members **MUST** be physically present at the defense regardless of circumstance.

The oral examination is usually confined to the dissertation and immediately related areas of knowledge. All interested members of the academic community are invited to the examination. The chair of the student's dissertation committee has the responsibility for the conduct of the examination. These exams typically last between one and two hours. At the end of the exam, the candidate and student members of the audience leave the room. Two possible motions may then be entertained by the student's committee: Fail or Pass. Motions shall carry by a majority vote of the committee. These motions pertain solely to the defense examination; the dissertation itself is not in question.

The Graduate School Multi-Purpose M Form should be presented to the dissertation committee at the end of the oral examination for their signatures. This form must be returned to the Office of Graduate Studies, 210 Park Hall.

III. DOCTORAL CANDIDATES

A. ADMISSION TO CANDIDACY

A student is formally admitted to candidacy for the Ph.D. degree when he or she files an *Application to Candidacy* and it has been approved by the Dean's Office and the Graduate School.

A PhD student is expected to file the Application to Candidacy after six semesters of graduate school (three years).

Keep in mind that two weeks are required in order to obtain necessary signatures and approval from the Director of Graduate Studies, Dean's Office and Graduate School. Forms for filing the Application to Candidacy are available on the graduate school website (www.grad.buffalo.edu).

The Application to Candidacy requires a total of 72 credit hours. Programs are reviewed by members of the Divisional Committee and Graduate School who are members of departments other than psychology. Programs are frequently disapproved and returned. The chief reasons for return have been lack of descriptive titles for courses and lack of proper signatures.

A student may not register for thesis guidance until the semester that his or her Application to Candidacy is submitted to the Divisional Committee of the Graduate School. No student may register for thesis guidance credit (700) unless engaged in thesis or dissertation research. A maximum of 12 hours of Psychology 700 is permitted to count towards the 72 credits hours required for degree conferral.

Exclusive of 'S' grades, courses submitted for candidacy in a master's or doctoral program must average a 'B' or better. All distribution and statistics courses must be passed with a grade of B- or higher.

B. FULL-TIME STATUS

All graduate students must be registered for a minimum of 12 credit hours during each fall and spring semester (a minimum of 9 hours with a graduate, teaching, or research assistantship) to be considered full-time by loan agencies, the U.S. Immigration Service, or for tuition award purposes. Students registered for fewer than 12 credit hours can be certified as full-time if they are registered for a minimum of 1 credit hour at UB AND have filed an ATC and are working on their theses, dissertations or projects, preparing for a comprehensive exam, or participating in a University-approved foreign exchange project to the extent required by the schedule listed on the chart found on the full-time status form.

C. THE DISSERTATION COMMITTEE

The Ph.D. Committee must be composed of four faculty members who have been appointed to the Graduate Faculty and who hold regular professorial appointments in the University. Three of the four faculty members **MUST** hold regular professorial appointments in the Department of Psychology. "Regular" faculty does not include those with qualified rank or visiting or part-time appointments or those with lecturer status. Faculty with qualified academic rank (research, clinical, adjunct) may be an additional member on a dissertation committee, but may not count as one of the required members. Faculty with qualified rank may not chair a dissertation committee. Two of these four must be from the student's own area within the Department. One member of the committee must be a faculty member in the department who is not a member of the student's own area. The fourth committee member can be from any department at the University as long as they have Member status on the Graduate Faculty Roster. If there is any question regarding

the appropriateness of a particular faculty member, the student should check with the Director of Graduate Studies.

D. THE DISSERTATION PROPOSAL (DP Form)

The student prepares, under the guidance of his or her major professor, a dissertation proposal to be distributed to each of the members of his or her Ph.D. Committee. Approval of the dissertation proposal shall be by unanimous vote of the Ph.D. Committee, following a meeting of the whole. At the discretion of the candidate, any members of the academic community may be invited to this meeting. The committee signifies their approval by signing the DP form. The DP form should be returned to the Office of Graduate Studies in Park 210.

E. DISSERTATION ABSTRACT

The maximum acceptable length for an abstract to be published in Dissertation Abstracts International is 350 words. Authors are welcome to prepare a lengthy abstract for inclusion in the dissertation as well as the concise summary for publication in Dissertation Abstracts International.

F. THE DISSERTATION

The conduct of the dissertation research and supervision of the preparation of the dissertation itself is primarily the responsibility of the Chairperson of the Ph.D. committee. The early drafts of the dissertation are first presented to the chair of the committee. Only when the chair's criticisms and comments have been incorporated into the draft should it be circulated to other committee members. Prior to the preparation of the final version of the dissertation, the student should obtain comments and approval of all members of the committee.

G. PSYCHOLOGY DEPARTMENT PT-D FORM

Dissertations should be in substantially final form before the oral defense is held. **PRIOR TO SCHEDULING THE ORAL DEFENSE OF THESIS, THE STUDENT SECURES APPROVAL FROM HIS/HER COMMITTEE, WITH THE PERMISSION TO DEFEND FORM (PT-D). THIS FORM NEEDS TO BE SUBMITTED TWO WEEKS PRIOR TO THE SCHEDULED DEFENSE.**

H. CLINICAL INTERNSHIP

Because the internship is an integral and required part of the clinical program, the formal granting of the degree will be delayed until the student has satisfactorily completed the internship. Students must register for at least one credit hour per semester until both their internship and their dissertation defense have been satisfactorily completed. Ph.D. degrees cannot be conferred prior to the end date of the internship.

I. DISTRIBUTION OF DISSERTATION COPIES

After the final oral examination, the candidate must make any required corrections and submit an electronic copy to the Graduate School prior to the deadlines established by the Graduate School for degree conferral. Guidelines for the electronic submission can be found on the Graduate School website. Members of the student's committee also expect to receive final copies of the thesis.

J. CONTINUOUS REGISTRATION

A graduate student must register (and pay all unwaived tuition and fees) for a minimum of one credit hour each fall and spring term until all requirements for his or her degree are completed. If such registration should be impossible or inappropriate at any time, the student must secure a

leave of absence or withdraw from the Graduate School. Requests for leave of absence are negotiated through the Graduate Studies Office.

K. PH.D. CHECKLIST

- _____ 1. Identify a problem
- _____ 2. Do pilot work
- _____ 3. Locate a chair (must be a member of the Graduate Faculty)
- _____ 4. Get together a committee (chair and three other members)
- _____ 5. Write a proposal
- _____ 6. Get approval at proposal meeting. File Dissertation-Proposal Form (D-P)
- _____ 7. File ATC (Application to Candidacy) at least one semester prior to degree conferral
- _____ 8. Do the research
- _____ 9. Write an acceptable draft
- _____ 10. Make corrections. The process of reviewing drafts and incorporating suggestions may require several months with your advisor and committee members.
- _____ 11. Get each committee member's signature on the PTD form
- _____ 12. Schedule orals two weeks prior to defense. Orals will not be scheduled until ALL committee members have signed off on the PTD form and it is on file in 206 Park
- _____ 13. Defend your thesis.
- _____ 14. Get committee's signature on M FORM and return to 210 Park
- _____ 15. Electronically submit your dissertation to the Graduate School

L. GRADE CHANGE & DEADLINES FOR DEGREE CONFERRAL

The Office of Records and Registration has been unable to properly evaluate degree candidate credentials because of late removal of Incomplete (I) or No Report (J) grades for courses being applied to a degree. All grades of "Incomplete" or "No Report" must be cleared according to the following schedule:

For February Conferral	January 15
For June Conferral	May 15
For September Conferral	August 15

Those candidates not cleared by the deadline will be removed from the conferral roster and will need to update their degree conferral date. THIS IS THE STUDENT'S RESPONSIBILITY.

BE SURE TO CHECK DATE RESTRICTIONS FOR REMOVAL OF INCOMPLETES!

M. DEADLINES FOR RECEIPT OF PAPERWORK* FOR DEGREE CONFERRAL

For Degree Conferral on...	FEBRUARY 1	JUNE 15	SEPTEMBER 1
Recommended date to submit your ATC to your department:	September 1	February 1	April 1
Complete ATC w/ ALL signatures and required attachments due in the Graduate School:	October 1	March 1	July 1
ALL* required materials (MFORM) are received in the Office of the Graduate School by...	Friday before Spring classes begin (due to Psych Dept one week prior to that)	Day after last day of Spring exams (due to Psych Dept one week prior to that)	Friday before Fall classes begin (due to Psych Dept one week prior to that)

BEFORE LEAVING THE UNIVERSITY, YOU MUST UPDATE YOUR ADDRESS WITH SRC (Student Response Center), HUB and WITH THE PSYCHOLOGY DEPARTMENT. IF YOU ARE EXPECTING W2's FROM HUMAN RESOURCE SERVICES, YOU'LL ALSO NEED TO UPDATE YOUR ADDRESS WITH HUMAN RESOURCES.

N. Graduation Ceremony Policy

The Graduation Commencement Ceremony for Ph.D. students takes place once per year in mid-May. Students must register to be hooded at commencement. The registration deadline for students in the College of Arts & Sciences is in March.

In order to walk and be hooded in the ceremony, Ph.D. students must have completed ALL degree requirements, including successful defense of their final dissertation. Students are permitted to register for commencement in March if they have a dissertation defense scheduled on or before April 30. However, if the dissertation is not successfully defended by April 30, the student must withdraw from the commencement. They will not be permitted to participate in the commencement ceremony.

Note that it is common for a student to have a successful oral defense of the dissertation, but the committee requests revisions to the written document. It is permissible to participate in commencement with revisions pending on the written dissertation document as long as the oral was passed.

Clinical Ph.D. students who have defended their dissertation prior to April 30th but will finish their internship over the summer or in the early fall may participate in the commencement ceremony.

IV. POLICIES AND PROCEDURES

A. ASSISTANTSHIPS - GUIDELINES

Assistantships are awarded on the basis of academic accomplishments and potential and are intended to assist students in acquiring the skills and understanding they will need in order to complete the requirements of their graduate degree programs. Three categories of assistantship appointments are available, each providing specific apprentice-type learning opportunities: research assistantships, teaching assistantships and graduate assistantships. Graduate and teaching assistantship appointments are made by individual departments to students, usually on a yearly basis. Research assistant awards are made by departments and/or faculty members holding sponsored/unsponsored research grants or contracts.

MEANINGFUL TEACHING EXPERIENCE IS AN ESSENTIAL PART OF A DOCTORAL PROGRAM.

The following guidelines should be observed by both appointing units and students:

- Assistantship appointments should be made only to students who will be able to devote their full attention to their graduate programs. Every graduate student appointed to an assistantship must be in good standing in a degree program and maintain a full registration (9 semester hours minimum) concurrent with the appointment. Assistants holding jobs outside the university must inform the department chair of that fact and of the amount of time required by that employment.
- Students on assistantships must register for a minimum of 9 hours if funded. Appropriate registration, in addition to courses, includes Psychology 799 (Applied Skills Supervision), or Psychology 600 (Independent Study). Teaching assistants may register for Psychology 699 (Supervised Teaching).
- Assistantship duties and responsibilities normally entail approximately 20 hours per week. When a teaching assistant holds full responsibility for an undergraduate course, the University subscribes to a one course per semester assignment.
- Summer appointments should be at a proportional rate. Project directors with outside support may wish to employ persons as technicians or researchers at a different rate of compensation during the summer.
- University personnel on full or half-time appointments are not eligible to receive assistantships or fellowships.
- During the year, a number of stipend positions are available for teaching in the Department's undergraduate program, or during Summer Session. The department policy is to reward students who 1) are doing well academically in their areas of specialization, 2) are judged to be fully qualified to teach any particular course; 3) have completed teaching assistantships critical to the department (e.g., large sections of 207, 250, 607-608, other large sections such as 101 and 200 level courses); 3) have attended teaching workshops and courses; and 4) have done departmental service. Evaluation ratings from previously taught courses are also considered.
- Proctor and Teaching Assistant duties.

Graduate students on state-funded assistantships are expected to provide 20 hours of service per week during the academic year, to be divided between graduate research assistant and teaching assistant duties. These duties often cannot be precisely measured in relation to a given period of time. It is anticipated that there will be fluctuations above and below this general expectation.

Students on state funded assistantships must serve as teaching assistants in each of the fall and spring semesters for each of the first three years of funding. To ensure that teaching assistant assignments are fair, the DGS has the discretion to:

- Assign students half TAs (i.e., half the responsibility for a class)
- Assign students double TA duties in one semester instead of assigning one course per semester
- Assign students who have had a higher than average TA load a semester free of TA obligations (with the exception of exam proctoring)

The Department's goal is to limit each student's teaching assistant duties to approximately 300 hours per year with the remainder of the student's time preserved for graduate research assistant duties. The DGS conducts occasional surveys of graduate students and faculty regarding expected and actual hours of teaching assistant duties in order to ensure that assignments are fair. Volunteering to teach a class or teaching a class as part of an area requirement DOES NOT relieve you from Department TA obligations. Moreover, any additional teaching you are doing will NOT be considered when TA assignments are made.

In completing TA preference sheets each semester, all students supported on state lines are required to indicate all sections of PSY 207 (Psychological Statistics) that they are available to TA (in addition to noting which other classes they are available to TA). To be waived from the 207 requirement, students must be able to document **course** conflicts with all possible sections of PSY 207. Only courses that are required for a student's degree program will be considered in this capacity. The DGS will do his/her best to accommodate student preferences in assigning TAs, but students should be aware that the DGS has the discretion to assign students to TA non-preferred classes should that be necessary.

Students who are on state funding during their fourth year or later will serve as the Instructor for one course (one semester). Continuation of state-funded assistantships is contingent upon satisfactory job performance, as well as satisfactory academic progress towards the degree.

Proctoring

ALL students on state funding should expect to proctor up to six (6) exams per semester and two (2) final exams each semester (in addition to proctoring for a courses to which they have been assigned as a teaching assistant). Students must be available to proctor during the final examination periods (or make arrangements for other students to serve in their place).

Failure to Proctor

Graduate Students who do not honor their commitment to assist with proctoring force the administration of an examination under conditions that can be conducive to cheating. This undermines the efforts of instructors to administer exams that are fair to all students, especially those who have studied hard in preparation for the exam, and it undermines the real and perceived integrity of the department's teaching, of course grades, of degrees that are granted, and of the University.

The following procedures will be followed when a graduate student fails to fulfill his or her obligation to proctor for semester or final examinations. In order to ensure fairness in these

procedures, it is essential that all course instructors and all fellow proctors report all instances in which graduate students fail to fulfill their proctoring obligations.

(1) For an explained, unavoidable absence without providing a replacement (e.g., being in a car accident en route), the student should sign up for one (1) additional proctoring assignment (if possible, taking the place of another student).

(2) For an unjustified late arrival or failure to show up or send a replacement (e.g., oversleeping; not allowing enough time to find a parking space; just forgetting):

First offense: The student should sign up for three (3) additional proctoring assignments (if possible, taking the place of three other students); and the student's advisor and Area Head should be notified, with a copy for the student's department file; and there should be periodic notification to department faculty of graduate students who are both reliable and unreliable.

Second offense: The student should be excluded from department teaching opportunities for three semesters (for example, spring, summer, fall); and the student's advisor and Area Head should be notified, with a copy for the student's department file; and there should be periodic notification to department faculty of graduate students who are both reliable and unreliable.

Third offense: The student should become ineligible for department assistantship support for the following semester. If the student is in the last semester of support, then this support should be terminated immediately (through withholding of the next and all subsequent paychecks); and the student's advisor and Area Head should be notified, with a copy for the student's department file; and there should be periodic notification to department faculty of graduate students who are both reliable and unreliable. The first, second, and third offenses for unjustified late arrival or failure to show up or send a replacement proctor are cumulative over all years of department assistantship support.

B. TYPES OF ASSISTANTSHIPS

1. Teaching Assistants

Students appointed as teaching assistants must be competent in the subject matter of the courses they teach and must be competent teachers. Teaching assistants are assigned teaching duties in courses or sections which are regularly offered by the university and for which there is reported student registration. The assigned teaching responsibilities may be as second instructor for a class, laboratory or recitation section. Duties may include lecturing, conducting laboratory or recitation sessions, grading papers or laboratory notebooks, etc., under the supervision of an experienced teacher. Experienced teaching assistants may have essentially full responsibility for a course or section, including the submission of final grades. All students who are not native English language speakers are required to take and pass the SPEAK test. The Intensive English Language Institute (IELI) gives this test just before each semester begins. **Non-native English speaking students must pass the SPEAK test by the end of their second semester to ensure continued funding on a state line.**

2. Graduate Assistants

This title is a non-instructional one, and persons appointed to such a position may be assigned duties in support of the department's or an individual faculty member's research activities. These duties would ordinarily include assignments connected with research activities of the department, faculty member, or the students. Students are expected to devote at least 20 hours per week to this assignment. Where research duties are light, students will be expected to pick up a TA assignment each semester to fulfill their assistantship.

3. Research Assistants

This title is used only for graduate student appointments where the appointment is funded from resources other than state funding. It is a non-instructional appointment. Research assistants may be assigned duties appropriate to the purposes and activities of the library, laboratory, or field study for which support has been awarded. For research assistants on grant support, the responsibilities are determined by the project director but the assigned duties should not exceed a prorated (by stipend) fraction or multiple of the teaching assistant workload.

C. FINANCIAL ASSISTANCE

Reference materials on financial aid are available at the Graduate School Office in 402 Capen Hall and on the Graduate School website. Additional fellowship information can be found online at buffalo.edu/fellowships. Students should avail themselves of this material. All students are encouraged to compete for whatever local and national scholarships they may be qualified to receive.

Tuition Scholarships

Students who are currently employed at UB as Teaching, Graduate, or Research Assistants normally receive tuition scholarships. In order to receive a tuition scholarship, students must be registered for a minimum of 9 credit hours during each fall and spring semester or have full time status (see sections on Application to Candidacy and Full Time Status). Students enrolled in a doctoral program are eligible to receive tuition scholarship support for a maximum of eight semesters. Students may not receive tuition scholarship support in excess of the total of 72 hours required for a Ph.D. program. (Students may petition the Graduate School for extension of the time and credit hour limits. However, if approved, such an extension will provide only one credit of tuition support). Transfer credits that are applied to a student's degree program will be deducted from the credit hour limit.

Tuition scholarship forms must be filed prior to the start of the Fall semester for academic year appointments and prior to the start of the Spring semester if the appointment is for Spring only. Tuition scholarship forms will be distributed to the students receiving scholarships from the Psychology Graduate Studies Office.

In practice, students who are employed as Teaching, Graduate, or Research Assistants and are awarded tuition scholarships can apply these towards the 72 hours required for the Ph.D. program by enrolling for 9 credits each semester. **Note** that the College of Arts & Sciences will only pay for 9 credits per semester for those on Teaching or Graduate Assistantships. Any student who is required to take over 9 credit hours on a Teaching or Graduate Assistantship will need to petition for the additional tuition coverage.

The Department of Psychology is NOT able to provide TA, GA, or RA funding for all fourth-year students. Only students in good standing concurrently holding a Presidential Fellowship, Dean's Scholarship, or a Schomburg Fellowship at the Ph.D. level can expect a fourth year of funding from the department.

New York State Residency - Students who are receiving support must apply for NYS residency after their first semester if not already a NYS resident. Students who do not apply for residency by December 1st of their first year in the program will be required to pay the difference between in-state and out-of-state tuition until residency is established. Begin to gather the necessary data, application, rent receipts, utility receipts, NYS driver's license ASAP (during your first semester at UB). Residency applications are available in the Financial Aid Office in 232 Capen Hall and online at <http://studentaccounts.buffalo.edu/policies/residency.php>.

Terms of Appointment - GA's and TA's are formally appointed to a nine-month term, though some students are paid over a period of ten or twelve months and are expected to be available to the department for the entire appointment period (including final exam weeks). Assistants are entitled to all academic vacations. The State Education Department has implemented new standards of satisfactory academic progress for the purpose of determining eligibility for state student aid regarding incompletes.

D. OPPORTUNITIES TO TEACH

Opportunities exist each term for graduate students to gain teaching experience by volunteering to organize and teach a standard section of a 100-300 level Psychology course or a Psychology 400 level Topics course. Typically, Topics courses are classes designed to cover specific topics which may not be of sufficient scope or general interest to justify a regular course. However, these courses may develop later into more permanent courses if they have backing from a permanent faculty member. Courses developed in the past several years included Psychology of Emotion, Mental Health Perspectives, History and Psychology of the Holocaust, Psychology and Society, Etiology and Treatment of Emotional Disease, Psychology of Religion, and Psychology of Social Class. Proposals for Topics in Psychology are reviewed by the Undergraduate Studies Committee. In order to meet University deadlines for course scheduling, it is necessary to have such proposals reviewed by November in order for courses to be taught the following fall, and by April in order for courses to be taught the following January.

E. REGISTRATION POLICIES

Students who have not pre-registered may initially register within the first few days of each semester. **WARNING!!** Late registration fees are strictly enforced. There is a cutoff date for registration each semester. If you don't register by that date, you are no longer a student in the University. The deadlines are strictly enforced. **IT IS EACH STUDENT'S PERSONAL RESPONSIBILITY TO REGISTER, ON TIME, WHETHER OR NOT HE OR SHE IS IN BUFFALO.** Detailed information on registration procedures, including leaves of absence and full-time student status, available online from the Registrar's Office (<http://registrar.buffalo.edu>).

A STUDENT MUST BE REGISTERED IN THE SEMESTER THEY ARE SCHEDULED TO RECEIVE THEIR DEGREE CONFERRAL.

1. Leaves of Absence

Students are required to maintain continuous registration during their course of study (with the exception of summer). If for some reason it is not possible to maintain this enrollment, the student must secure in advance a leave of absence or withdraw from the Graduate School. The student is also responsible for canceling his or her courses if currently registered.

A leave of absence is appropriate only under conditions in which the student is temporarily unable to continue his or her studies for reasons of poor health, financial exigency, or absences from the vicinity of the University unrelated to the student's academic program. A leave of absence is inappropriate if the student will in any way be utilizing the time of his or her professors or other resources of the University.

Requests for leaves of absence are negotiated through the Director of Graduate Studies and must receive prior approval in writing by the area head upon receipt of a written request from the student stating his or her reason for requiring a leave. Petition forms are available online from the Graduate School website. These leaves will be approved by the Divisional Committee of the Graduate School. Students who are not in good academic standing are normally not eligible for leaves of absence.

A student on leave is required to indicate his or her intention of applying for an extension of that leave or returning as an active student by March 15 of the calendar year in which the leave expires. Normally the Divisional Committee will approve no more than two petitions for leave of absence. The maximum time limit on a leave is normally one year.

The student who fails to obtain a leave of absence or whose leave extends beyond the approved period must reapply for admission to the department in order to activate his or her status as a degree candidate.

2. Readmission

All applications for readmission to graduate study in the department are handled by the Graduate Studies Committee. Part of the procedure is a consideration of the recommendation of the appropriate area.

3. Time Limits

The Graduate School and the College of Arts and Sciences require that all graduate work credited toward the doctorate must be completed within seven years (official leaves of absence excluded) from first registration date. Students who are unable to complete a program within these time limits must petition the Graduate School for an extension of time limits using an Extension of Time Limit for Degree Completion form which is available on the Graduate School website. Such petitions must provide evidence of progress toward the degree and receive prior Area approval.

4. Transfer Credits

Transfer credits for the doctoral degree may not constitute more than one-half the total credits beyond the baccalaureate level. Transfer credits to be applied to area requirements are evaluated by the area head. All other transfer credits are evaluated by the DGS often in consultation with other relevant faculty members. Only those graduate courses completed with grades of 'B' or better are eligible for consideration as transferable credit. ALL REQUESTS FOR TRANSFER CREDIT MUST BE MADE DURING THE STUDENT'S FIRST SEMESTER IN THE PROGRAM PER GRADUATE SCHOOL POLICY.

5. Transfer Between Areas

Students who want to transfer to a new area in the Department are required to apply and be accepted to the new area program. First year students who wish to apply to a new area program must wait until after their first semester's work is completed before submitting an application. The student should notify the Director of Graduate Studies in writing of intent to apply to a new program. In practice, students seldom transfer between areas.

6. Undergraduate Courses for Graduate Credit

Undergraduate courses may be taken by graduate students as appropriate prerequisites to their chosen field of study, but may not carry graduate credit. Exceptions are possible on approval by the Graduate Dean. In order to obtain approval, the student must file a petition which includes:

- a. Justification for taking an undergraduate course for graduate credit; for example, demonstration that the required material is important to the student's program and not offered in a graduate course.
- b. Signature of course instructor over a brief description of the nature and extent of the extra work to be assigned graduate students in order for them to receive graduate credit.

- c. Signature of the department chairperson or director of graduate studies. The petition must be approved before the course is started, so that a lead time of several months is advisable. A student may file a maximum of two (2) petitions of this nature.

7. Informal Courses

Informal courses include projects, theses, dissertations, directed research, directed readings, and independent studies. For informal courses other than a thesis, dissertation, or project in which there is no description in the Graduate Bulletin (600, 699, 700, 799, 860 and higher) a statement of the proposed semester's activities, references or reading lists, and its relevance to the student's educational goals and degree programs must be filed with the student's records and accompany the statement of program forms. It is the responsibility of the students, the instructors, and the advisors, in that order, to see that the statements are filed at the appropriate time. The number of contact hours for the semester (on informal course description forms) should be the number of credit hours times 15.

8. Incompletes

Although the department has no formal policy regarding incompletes, the expectation is that each student will complete 18-24 semester hours each year to maintain full-time status. Students should be aware that failure to do this will prejudice their standing in their area's semester student evaluation and thus may give them low priority in consideration for future financial support. Students should study carefully the policy of the Graduate School which governs incompletes.

9. Use of Incomplete Grades

- A grade of "Incomplete" (I) may be given only in those instances in which the student has not been able to complete all of the assigned projects and/or examinations in a course due to illness or other unforeseeable and compelling circumstances. "Incompletes" are not available to students who have not satisfactorily completed the other academic requirements of the course. *"Incomplete" should not be used for dissertation guidance, theses or projects in which continuous registration is required by the University.*
- If an "I" is given, a letter grade must be assigned after no more than two additional semesters plus the intervening summer as established by the academic calendar. If the course requirements are not completed by that date, the "incomplete" will automatically be changed to an "Unsatisfactory" (U) grade.
- Individual instructors may set their own conditions for removing "Incompletes" as long as the time limit is not longer than the time limit is specified in Section B above. Furthermore, each instructor must clearly state his or her policy with respect to "Incompletes" so that all students in the class are fully aware of that policy.
- If there is a valid reason for waiving the deadline for removing an "Incomplete" grade, the student may petition the appropriate Divisional Committee prior to the deadline. The petition should include:
 - Reason the grade cannot be removed within the specified time period.
 - Permission of the instructor who originally gave the "Incomplete" and of the chair of the instructing department.
- Once an "Incomplete" is changed to a grade, the course, if offered again, may be repeated for credit.

10. Dissertation and Thesis Work

"Satisfactory" (S) or "Unsatisfactory" (U) or letter grades should be assigned each semester for dissertation and thesis work, since these grades do not imply approval of the dissertation or thesis itself. Many departments use the term "Research" for work being performed by students who are at the dissertation stage, and such work is normally graded on an "S" or "U" basis each semester.

11. Robert W. Rice Memorial Award for Early Excellence in Research

The purpose of the Robert W. Rice Memorial Award is to recognize the high quality of our students and to memorialize the substantial contributions of Dr. Rice, who was a member of the Department of Psychology from 1975 to 1991, to psychology and to graduate education. Recipients of the award will have their names inscribed on a plaque displayed in the department office and will receive a monetary award as well.

All students in their first four years are encouraged to consider applying for this award. To be eligible, a student must complete a project and submit it for publication in a timely manner. The material submitted for consideration for the Robert W. Rice Memorial Award should meet the following criteria:

- (1) Must be an empirical research paper based on research completed before the beginning of the fourth year of graduate study and submitted for publication with the graduate student as senior author by the first semester of the student's fourth year.
- (2) Paper must be submitted for consideration no later than the spring of the fourth year of graduate school.
- (3) Submission should include the journal-length manuscript (30 pages or less) and a letter of support from either the faculty mentor or the Area Head commenting on both the project submitted and the general research competence of the student.
- (4) Each area group should have a subcommittee for selecting finalists for review by the Memorial Award Committee.

12. Grievance Procedures

Grievance Procedures are outlined in the Graduate School Policies and Procedures Manual www.grad.buffalo.edu.

13. Alumni Surveys

Right before degree conferral, students are expected to fill out an exit survey which will be emailed to them by the department. After graduation, alumni can expect to be contacted on a yearly basis in order to complete surveys from the department. The department uses these surveys mainly for accreditation and report purposes. It is the graduate's professional obligation to complete any such surveys from the department.

PART THREE: NON-MATRICULATING STUDENTS

ADMISSION POLICY FOR NON-MATRICULATING STUDENTS

Non-matriculating students who wish to take graduate courses in the Department of Psychology MUST:

- * Apply Online
- * Have documented evidence of a GPA of 3.0 or greater
- * Have documented evidence of combined Verbal and Quantitative GRE scores above the 50th percentile
- * Obtain written permission of the instructor. (E-mail from the instructor to the Director of Graduate Studies is sufficient)

The Instructor may submit a written request to the Director of Graduate Studies for waiver of the GPA and GRE requirements. This request must provide an explicit rationale for the waiver. If compelling reasons are not provided for waiving the departmental requirements, the Director of Graduate Studies may deny the request.

