

Graduate Program in Experimental Psychology

Policy and Procedures Manual



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Overview of the Graduate Program in Experimental Psychology

The Graduate Program in Experimental Psychology provides the rigorous and supportive scientific training that prepares graduates for careers in a broad spectrum of established and emerging fields, from academic careers in teaching and research to corporate careers in health sciences, research/medical administration, or drug development. Specific programs of study leading to the doctoral degree include behavioral neuroscience, cognitive psychology, developmental psychology and social psychology.

Admission to the program is limited to approximately four to six new students each year to ensure every student a close apprentice relationship with a major professor for mentorship in research, teaching, and career development. The core curriculum of study is coupled with an individualized plan of elective courses, research experiences that include the thesis and dissertation projects, and teaching assignments that the student and major professor select as appropriate to the student's objectives. Faculty mentors involve students in research activity early in their training and guide their development in the classroom both as students and as instructors. Thus, breadth of knowledge within the discipline, broad-based methodological, statistical, and technical expertise, and pedagogical training and mentorship in classroom and laboratory settings are the fundamental elements of the training program in experimental psychology.

I. Experimental Program Curriculum

The general requirements and a suggested timeframe for completion of the experimental program are outlined in this section. Some requirements of the University and the Graduate School may not be listed, so students should also consult the [Graduate School Catalog](#) and the [Graduate School Website](#). For further information regarding any of these requirements, students should contact their major professor, the Director of Experimental Training, the Department Chair, or the Dean of the Graduate School.

I.1 Coursework

Core Courses (21 Hours)

The core courses are intended to reflect the discipline of experimental psychology and provide breadth of training to strengthen students' research capabilities (e.g., by providing alternative ways to approach or understand a problem) and to enhance their teaching abilities (e.g., by broadening students' knowledge base and thus potentially increasing their effectiveness in teaching introductory psychology and/or survey courses outside of their major area of study). Students are required to take:

- Quantitative Methods in Psychology I (PSY 703) - Covers topics such as descriptive and inferential statistics, hypothesis testing, mean comparisons, linear regression, analysis of variance, experimental design, and computer applications.
- Quantitative Methods in Psychology II (PSY 704)- Covers topics such as regression, multiple regression, analysis of variance, analysis of covariance, scale development techniques such as principal components analysis and factor analysis, mediation, moderated mediation, and related statistical techniques using SPSS.
- Research Design (PSY 748) - Covers topics such as classic issues in research design such as reliability, validity, generalizability, the logic of casual inference, hypothesis testing, and ethics. Surveys major types of experimental and non-experimental designs
- Seminar in College Teaching (PSY 735)¹ - Students will consider and develop effective teaching strategies and skills for academic careers in higher education. Includes topics such as teaching philosophies, text selection, syllabus development, instructional technologies, proper organization and use of class time, exam construction, and grading models.

And four courses chosen from the following in consultation with your advisor:

- Conditioning and Learning (PSY 709) - Overview of human and animal learning, including such topics as operant conditioning, classical conditioning, memory, and transfer of stimulus function.

¹ Required for students starting on or after Fall 2020

- Advanced Cognitive Psychology (PSY 707) - A review of the field of cognitive psychology. Covers topics such as perception, attention, memory, language, decision making, reasoning, and problem solving.
- Advanced Social Psychology (PSY 712) - An in-depth examination of theories and research in social psychology. Covers topics such as judgments and heuristics; social perception; cognitive dissonance theory; stereotyping and prejudice; the self and self-esteem; social identity theory; romantic and sexual attraction; the investment model of relationships; and personality.
- Advanced Social Cognition (PSY 713) - An overview of social cognition, an integrative field that combines the theories and methodologies of social psychology with cognitive psychology to understand how we think about and make sense of our social worlds. Covers topics such as dual modes of social thinking (automatic and controlled), social perception and inference/judgment, self-concept and self-regulation, attitudes, stereotyping and prejudice, and the interplay of affect-cognition-behavior.
- Physiological Psychology (PSY 715) - Covers the neuroanatomical and neurochemical basis of behavior and mental disorders
- Advanced Developmental Psychology (PSY 718) - Graduate-level survey of the theory and research related to psychological development across the lifespan.
- History and Systems in Psychology (PSY 751) - An in-depth approach to the history and philosophy of the discipline of psychology and how these are related to development of psychology as a profession.

PSY 717: Individual Experimental Research (3 to 6 hours)

Students are required to complete a PSY 717 research project within their first year in the program. Additional credits of PSY 717 are permitted only after a student has met all of the requirements for his or her first research project. The PSY 717 research project is designed to engage the student in some aspect of the research paradigm(s) utilized in his or her major program area of study. This project typically involves the student in some or all stages of the research process, which include design of the experiment, collection and analysis of data, and written communication of the findings. The nature of the research project is decided between the student and his or her major professor. The student and major professor should develop a clear understanding of the goals and objectives for satisfactory completion of the project.

PSY 755: Program and Department Colloquia (1 hour each semester)

During each semester, students are required to enroll in PSY 755 (Psychology Colloquium) and to attend all scheduled presentations. In the event of a serious scheduling conflict, a waiver of PSY 755 may be obtained if the student adheres to program policy ([see Section 2.1](#)) and if he or she develops an alternative professional development activity in consultation with his or her major professor. In addition to PSY 755 meetings, students are expected to attend Department of Psychology colloquia.

Electives (6 hours)

The elective courses should reflect the major program areas of study and provide depth of training in each area. Two electives (6 hours minimum) must be taken in the department and selected from the

courses listed below. Psychology Colloquium (755), Individual Experimental Research (717), Problems in Psychology (747), Thesis (697), and Dissertation (797) will not count towards the elective requirement. Additional elective courses, including courses outside of the department, may be taken as appropriate for an individual's course of study.

- The Neural Basis of Learning and Memory (PSY 511) - Covers topics such as the cellular and molecular mechanisms of learning and memory, the multiple memory systems of the brain, and the role of cortex in memory.
- Group Dynamics (PSY 519) - Factors affecting political and social efficiency
- Sensation and Perception (PSY 531) - A survey of classical psychophysical methods, signal detection theory, and sensory psychophysiology.
- Attention and Consciousness (PSY 532) - The seminar explores the nature and underlying mechanisms of attention and consciousness. Topics include theories of attention and consciousness, attention and duration judgment, philosophical perspective on consciousness, subliminal perception, implicit learning, and animal consciousness.
- Theories of Learning (PSY 533) - Theories of Thorndike, Pavlov, Guthrie, Skinner, Hull, and Tolman.
- Cross-Cultural Training (PSY 561) - The course will survey cross-cultural training programs designed to introduce people from one cultural background to ways of interacting effectively in a culture other than their own.
- Psychology of Gender (PSY 565) - This course is an investigation of Exploration of the psychological determinants of sex/gender differences and similarities in behaviors and experiences in multiple areas, including cognition, social psychology, mental health, and well-being (Cross listed with GST 565)
- Seminar (PSY 701) – New developments in Psychology
- Seminar in Psychology (PSY 721) - Readings, reports, and discussions of special topics
- Advanced Statistics (PSY 705) - Design and analysis of behavioral experimentation with emphasis on analysis of variance, multivariate methods, and related techniques.
- Advanced Multicultural Psychology (PSY 708)- This course aims for broader understanding of cultural context, and how it plays into clinical practice, teaching, and research in psychology. Students' cultural competence is enhanced through awareness, knowledge, and skills related to cultural factors impacting human behavior and psychological functioning.
- Cognitive Assessment (PSY 710) - The assessment of human abilities, including topics such as intelligence and achievement, attentional abilities, intellectual disability/developmental delays, learning disabilities, and basic neuropsychological screening. Emphasis is placed on test administration and scoring, clinical interpretation, and report writing and feedback.
- Personality Assessment (PSY 711) - Introduction to methods of assessing personality and psychopathology, including topics such as projective techniques, structured tests, and interviewing.
- Psychopharmacology (PSY 716) - Covers the study of drugs used for the treatment of mental disorders, as well as drugs of abuse. Topics include mechanisms of drug action, drug effects in humans, animal-based research directed toward understanding the neural basis of drug action, and the neurobiological basis of mental disorders and drug abuse
- Tests and Measurements (PSY 719) - Principles of test construction, scoring, and interpretation.

- Theories of Personality (PSY 727) - History of personality theory development with emphasis on current writers and research in the field
- Advanced Psychopathology (PSY 729) - Examination of the characteristics and etiology of psychopathology.

Ph.D. Concentration in Gender Studies (optional, 18 hours)

An optional Ph.D. concentration in gender studies is available to students who wish to develop more robust credentials to demonstrate mastery in this area. Students who successfully complete this program would officially receive a Ph.D. in experimental psychology with a concentration in gender studies. This Ph.D. concentration is composed of six courses. Four courses in theory, methodology, history, and pedagogy are comparable to the core in most Gender Studies Ph.D. programs. This will provide additional expertise to assist students interested in incorporating gender studies into their dissertation projects and make graduates more competitive for academic positions cross listed with gender studies. In addition, candidates with a concentration in gender studies will incorporate a focus on gender studies into their existing comprehensive exams and write a dissertation with gender studies or sexuality as a key focus.

Degree Requirements

- GST 600, Gender Studies Methodology
- GST 601, Gender Theory or ENG 742 Studies in Gender
- GST/HST 641, Readings in Global History-Gender (or HIST 615, HIST 660, HIST 690)
- GST 605, Feminist Pedagogy
- GST 565, Psychology of Gender
- One Additional Elective (must be approved by the Isom Center Director and student's committee, can be an additional elective in the student's graduate program, an elective in gender studies, an elective from another department, a directed reading, 3-credit written comp course with emphasis on gender/sexuality, a course with significant gender/sexuality content).

Qualifying Exams

Candidates with a concentration in gender studies will complete the [comprehensive exams within the structure outlined by the department](#). The broad review component of the comprehensive exams will need to include GST material. This will be approved at the proposal stage for the broad review. At least one of the committee members should have gender studies expertise. The proposal will need to be approved by their committee and the Isom Center director confirming that the proposed broad review meets the requirements for including GST material.

Dissertation

Candidates with a concentration in gender studies will complete the [dissertation within the structure outlined by the department](#). The dissertation must have a significant focus on gender/sexuality. This will be approved at the proposal stage for the dissertation. At least one of the committee members should have gender studies expertise. The proposal will need to be approved by their committee and the Isom Center director confirming that the proposed dissertation meets the requirements for a significant focus on GST material.

Notification to the Area of Intent to Pursue a Ph.D. Concentration in Gender Studies

When you decide to pursue the Ph.D. concentration in gender studies this should be noted and

planned for in your plan of study. This will be approved by yourself, you advisor, and the director of experimental training.

Graduate Minor in Applied Statistics (optional, 15 hours)

An optional [interdisciplinary graduate minor in applied statistics](#) is available to students who wish to have a more statistical focus regarding their elective work. This minor trains and educates students in advanced applied statistical techniques and requires 15 hours of statistical coursework. PSY 703 and PSY 704 will meet the requirements for the introductory and intermediate statistics course and three additional intermediate or advanced statistics courses can be taken to satisfy both the elective courses for the psychology Ph.D. and 15 hours toward the minor.

Graduate Minor in Gender Studies (optional, 12 hours)

An optional [interdisciplinary graduate minor in gender studies](#) is available to students who wish to have a specialization in gender studies regarding their elective work. This minor requires 12 hours in course work dealing with gender and/or women's issues (see the [Sarah Isom Graduate Minor site](#) for required courses and options). Courses taken for this minor will meet the requirements for the elective courses for the psychology Ph.D. and the 12 hours toward the minor.

PSY 697: Thesis Hours (minimum of 6 hours)

Starting in the second year in the program, students coming in without an approved master's degree should be enrolled in thesis hours.

PSY 797: Dissertation Hours (minimum of 18 hours)

After completion of the master's degree, students should be enrolled in dissertation hours.

Continuous Enrollment

Continuous enrollment is required once students have passed the comprehensive exam and become a candidate for a doctoral degree. Continuous enrollment is defined as enrollment for at least three semester hours during two of the three terms of the calendar year. The calendar year includes the fall and spring semesters and the summer session, enrollment in one of the two summer terms constituting a summer session enrollment.

Please note that as 6 hours is considered full time in the summer session, tuition waivers only cover 6 hours the summer. Students will be responsible for tuition for additional hours.

Interim Plan of Study

At the end of the spring semester (or in the fall for newly enrolled students) each student and their advisor will need to submit an [interim plan of study](#) detailing the courses the student plans to take each semester in order to complete their degree. The student and advisor must both sign and date the copy of their interim plan of study and send the plan to the Director of Experimental Training.

The director will sign and file a copy of the plan in the student's file and will update this plan each year as the student progresses through their coursework.

1.2 Comprehensive Exams

As per the [graduate school](#), all doctoral students must successfully complete a comprehensive examination to establish that the student has satisfactorily mastered the body of academic material appropriate to the degree. For the Ph.D. in Experimental Psychology, comprehensive examinations are designed to test a student's knowledge of the discipline in which they are pursuing their doctoral degree (e.g., Cognitive Psychology, Social Psychology, Developmental Psychology, or Behavioral Neuroscience).

Students are eligible to sit for comprehensive exams after all requirements for the master's degree have been completed, a majority of the program-required coursework has been completed, and a student has received notification of admission in full standing to the doctoral program. After these milestones have been completed the student should complete the GS5 [Authorization to Sit for Comprehensive Examination](#) form and submit to the Director of Experimental Training.

There are 3 options for completing this exam:

Option 1: Critical Problem Review

Overview

For this option, the student would write one paper which is a thorough, integrated, and critical review of the theoretical and empirical literature on an important problem within the student's discipline. The length of these papers will be discussed in the committee meeting. Such problems may be omissions within the literature, contradictions within a literature, potential applications of novel theory to the discipline, etc.

Initial Committee Meeting

Students must select a committee of at least 3 faculty members from the student's area (e.g., social, cognitive, developmental, or behavioral neuroscience) or faculty members with knowledge in the area. Students should consult with their advisor in selecting faculty to serve on the committee.

Students will send an email to their committee declaring their intention to sit for the critical problem review option of the comps. They will also complete and send the [Comprehensive Exam Initial Committee Meeting Form](#). Areas may have specific deadlines for this option.

At the meeting, the committee will discuss interests and potential areas of focus and provide specific recommendations for the student in terms of the topic and structure for their critical review problem paper.

One week after the meeting, the student will send an overview and structure of their critical problem review topic and timeline. Students are permitted to receive feedback from their advisor in the development of their critical review overview. The committee may approve over email, provide minor suggestions and revisions over email, or request an additional meeting. The student will continue to submit revisions of the topic until it is approved.

The student may meet with any member(s) of the committee to review a proposed reading list, but

this is not required.

Working Period (maximum 4 months)

The working period will be spent reading and writing the paper. The 4 month timeline begins after the topic is approved.

Prior to submitting the written paper, students are allowed/encouraged to visit the campus writing center. During the working period, students may discuss the topic with their advisor or other faculty members, but they may only submit a draft to their advisor for feedback one time only during the working period. The feedback should be at a general level similar to reviews of a manuscript, and not specific editing (e.g., advisor may use comment function, but not track changes).

Exam

The student will send the paper to their committee after the working period and schedule a time for the oral exam.

Varying between 1-2 hours in length, the oral exam gives the student an opportunity to elaborate on the paper and address any issues or problems. Questions can be about anything relevant to the paper.

Option 2: Traditional Essay Exam

Overview

For this option, the student will answer a series of essay-style exam questions posed by their committee in both classroom and at-home settings typically during the last few weeks of the summer, during set days and times. The length of the written work in the exam will be discussed in the committee meeting.

Initial Committee Meeting

Students must select a committee of at least 3 faculty members from the student's area (e.g., social, cognitive, developmental, or behavioral neuroscience) or faculty members with knowledge in the area. Students should consult with their advisor in selecting faculty to serve on the committee. Students will send an email to their committee declaring their intention to sit for the critical problem review option of the comps. They will also complete and send the [Comprehensive Exam Initial Committee Meeting Form](#). Areas may have specific deadlines for this option.

At the meeting, the committee will provide students with the reading list, set a timeline for completion of the exam, and answer any questions. The reading list may be used from year to year, and can be updated as needed/as seen fit by the committee.

In consultation with the committee, the student will choose the dates for the exam and work with departmental staff to make arrangements (e.g., scheduling of appropriate classroom space, finding an exam proctor).

Working Period (maximum 4 months)

The working period will be spent reading the reading list and creating the 10 pages of notes that students can bring to the exam.

Prior to the exam, students may not receive any feedback on notes from members of the committee.

Exam

On Day 1 of the exam (Monday), students will complete the in-person portion of the exam, answering six questions – three questions during a four-hour morning session (8:00am-12:00pm) and three questions during a four-hour afternoon session (1:00-5:00pm). These questions will cover major areas of the discipline, including key concepts, theories, and empirical findings. Students may bring 10 pages of typed notes with them to the exam.

On Days 2-3 (Tuesday – Wednesday), students will complete the take-home portion of the exam, answering one exam question of two provided questions that will require more critical thinking and analysis of a current issue in their field. Students may not consult with anyone about the exam during this period but they are able to use any written resources they want (e.g., articles, notes).

On Day 4, the committee will read the student's written exam.

On Day 5 (Friday), the student and committee will meet for the oral exam. Varying between 1-2 hours in length, the oral exam gives the student an opportunity to discuss their answers to the exam.

Option 3: Directed Focus Papers

Overview

For this option, the student would write 3-4 papers, each one addressing a specific question posed by a committee member. The length of these papers will be discussed during committee meetings. The number of papers is the same as the number of committee members, although the number of papers can be changed by the committee if deemed appropriate for the student.

Initial Committee Meeting

Students must select a committee of at least 3 faculty members from the student's area (e.g., social, cognitive, developmental, or behavioral neuroscience) or faculty members with knowledge in the area. Students should consult with their advisor in selecting faculty to serve on the committee. Students will send an email to their committee declaring their intention to sit for the critical problem review option of the comps. They will also complete and send the "[Comprehensive Exam Initial](#)

[Committee Meeting Form](#). Areas may have specific deadlines for this option.

At the meeting, the committee will discuss interests and potential areas of focus and provide specific recommendations for the student in terms of the topic for their directed focus papers.

Within one week after the meeting, each committee member would write an exam question for the student, with all committee members approving all the questions, focusing on such criteria as scope, depth, and direction.

The student may meet with any member(s) of the committee in May or June to review a proposed reading list, but this is not required.

Working Period

The working period will be spent reading and writing the paper.

The working period begins after students get the questions.

Prior to submitting the written paper, students may not receive any feedback on drafts from members of the committee but are allowed/encouraged to visit the campus writing center.

Exam

The student will send the papers to their committee after the 4-month working period and schedule a time for the oral exam.

Varying between 1-2 hours in length, the oral exam gives the student an opportunity to elaborate on the paper and address any issues or problems. Questions can be about anything relevant to the paper.

1.2.2 Comprehensive Exam Assessment

After the defense each committee member must complete the [comprehensive exams rubric](#).

Students will pass the broad review portion of the comprehensive exams if the overall paper average **and** overall oral defense average is greater than or equal to 3.5

If the student fails the paper, oral, or both portions of the broad review, he or she must submit a revision within 4 weeks of the oral defense and hold a committee meeting within 2 weeks after submitting the revision.

Failure of any portion of the comprehensive exams for a second time will result in the student's termination from the program.

Petition to Retake Comprehensive Exams

Student may formally petition the experimental faculty to be allowed to retake any portion of the comprehensive exam a third time. To petition the student must write an email to the Director of Experimental Training requesting the third retake, detailing what portion(s) they would like to retake, their proposal for that portion of the comprehensive exams, and their plan for successfully completing this retake. The Director of Experimental Training will present this request to the experimental psychology faculty and will inform the student of the outcome of their vote. This

petition must be filed by the end of the semester during which the student took the comprehensive exam.

1.3 Thesis and Dissertation

In writing the thesis or dissertation, the student should demonstrate his or her best communicative and intellectual skills. The review of the literature should be thoughtful and complete. Because of the nature of a thesis or dissertation, the method section should contain more detail regarding procedure than would typically appear in a journal article. The discussion section should clearly relate the obtained results to the literature. The thesis is commonly a single-experiment design, whereas the dissertation should be a programmatic series of experiments designed to thoroughly address the research hypothesis. The dissertation, as the culmination of a student's doctoral training, should reflect technical mastery of a specific area of study. Insofar as possible, the dissertation should make a substantive contribution to the literature.

The intention of this section of the manual is to provide policy guidelines for thesis and dissertation work. It does not treat the detailed requirements of the Graduate School and the University deadlines, or stylistic conventions. These matters are described in the Graduate School's [Manual of Theses and Dissertations](#). A template based on the manual is available at the Graduate School web site in [mac](#) and [word](#) format.

Registration and Committee.

A thesis is required of all candidates for the degree of Master of Arts. A minimum of 6 semester hours of PSY 697 credit is required. The thesis committee must consist of at least three department faculty members, each being a member of the graduate faculty.

A dissertation is required of all candidates for the degree of Doctor of Philosophy. A minimum of 18 semester hours of PSY 797 credit is required. The dissertation prospectus committee will be appointed by the Chair of the Psychology Department. The chair of this committee must be a full member of the graduate faculty. A minimum of two additional members of the department and one member external of the discipline comprise a committee, all of whom must be members of the graduate faculty.

The major professor will chair the student's thesis and dissertation committee. At least one experimental faculty member must serve on each experimental student's thesis and dissertation committee. Some faculty whom a student may want to serve as committee members require that students solicit their help before initiating the writing of the proposal.

To form the committee, students will need to complete the Graduate Advisory Committee Request which can be accessed through [MyOlemiss](#) in the dropdown menu or under the student tab. Students should open a new request and complete the information listed (e.g., student number, dissertation committee members, anticipated defense term). This will then get routed to the Director of Experimental Training and the Graduate School once submitted.

Proposal.

Despite the differences in scope, the thesis and dissertation will have evolved from previous research

accomplished by the student and major professor. Therefore, it will usually be true that some pilot work or other relevant experience will have preceded or will accompany preparation of the proposal. Students should be advised that, although they may collect data at any time, the major professor and committee are under no obligation to accept data collected and procedures used prior to approval by the committee.

The required PSY 717 research project must be completed before the thesis proposal is scheduled. Setting the time and date for the thesis or dissertation proposal will be the responsibility of the student, in coordination with the student's committee members. At least 7 days before the proposal, the student should complete a written proposal of the project consisting of a comprehensive abstract, thoughtful literature review, and a detailed description of the methodology to be employed in gathering and analyzing data. The proposal will be distributed to the committee and the title, abstract, time, and date for the proposal should be sent to the academic secretary at least 7 days before the proposal. All faculty and graduate students are invited to attend. While presentations may be scheduled at any time, consideration should be given to days and times that will allow more students and faculty to attend, such as hours reserved for colloquia that have no scheduled speaker.

The dissertation prospectus must be defended in oral examination and, in its final approved form, submitted to the Graduate School. The form of the dissertation prospectus will be determined by the committee. The dissertation prospectus oral defense and completion of the dissertation defense cannot occur during the same full term (fall, spring, full summer), and there must be a minimum of four calendar months between these events.

During the thesis proposal or dissertation prospectus meeting, the student will be responsible for responding to inquiries, and the major professor will refrain from responding to questions originally directed to the student. If full approval of the proposal or prospectus is not obtained from all committee members, then a consensus may be sought by altering the proposal or prospectus to the satisfaction of the committee members. The final committee must be constituted of members who have given their written approval to the proposed research.

Research Activity.

The thesis or dissertation proposal should not be viewed as the final contract between the student and the committee. Frequently the results from the first experiment in a series of several planned experiments will dictate changes in procedures for the subsequent experiments. Thus, in some cases, the student may have to add to or rearrange the proposal. However, the student and major professor should agree on the scope of the research project being undertaken. Of course, all research projects do not result in data consistent with prior hypotheses, and procedures often do not work as anticipated. Consequently, the student should not be expected to continue the research indefinitely. Disagreements that may arise between the student and the major professor on these issues can generally be resolved by conferring with the entire thesis or dissertation committee.

Thesis and dissertation research is generally done on campus. However, occasionally such research can be performed elsewhere, that is, other departments on campus or off campus, if there is convincing evidence that proper advice and supervision will be available. Program faculty will make judgments concerning the possibility of doing thesis or dissertation research elsewhere.

Final Oral Defense.

To schedule an oral defense (thesis or dissertation defense), students must first submit a [GS8 Application for Graduate Degree](#) to the graduate school. Once the student has submitted the GS8 form to the graduate school, they must then register their committee on the SAP portal. This can be found under the student tab, under “Processes Involving Me”. Click “Graduate Advisory Committee”. Then click “Create Request”. Here ensure that there is an option for MA in Psychology, if there is not the student should email the graduate school. After completing these steps the student must confer with all committee members to decide on a time and location acceptable to everyone and then submit a completed [Authorization of Final Oral/Written Exam Form](#) to the Director of Experimental Training who will sign and forward to the Graduate School. For the thesis, the student’s application to schedule a defense date must be filed in the Graduate School no later than 14 days prior to the anticipated date of the examination. For the dissertation, the application must reach the Graduate School no later than 10 days prior to the anticipated date of defense. Furthermore, there must be one intervening semester between the defense of the dissertation prospectus and the defense of the dissertation. The entire summer session (both summer terms) constitutes one intervening semester. The final oral defense may not be scheduled until after the thesis or dissertation document is in its final form (i.e., ready for submission to the Graduate School).

The Graduate School requires that all defense meetings be scheduled during regularly scheduled class sessions and that final copies of the thesis or dissertation—including final revisions as requested by committee members—be received by the first day of exams for the semester in which the student plans to receive the degree. The student should not assume that his or her major professor or committee members will be available during the summer to receive thesis and dissertation proposals or to conduct oral examinations. The decision to accept a proposal or a defense date in the summer will be at the discretion of all members of the student’s thesis or dissertation committee.

The graduate school requires a thesis signature page or dissertation signature page to be completed upon successful completion of the thesis or dissertation defense. These will be sent to you by the graduate school after you complete the [GS7 Authorization of Final Oral/Written Exam Form](#). Students should bring a printed copy of this form to the defense meeting. The Department of Psychology requires an [Assessment Record for the Thesis and Dissertation](#). The link should be provided to each committee member by the major professor. Each committee member may then return the assessment record to the major professor or Director of Experimental Training to be placed in the student’s file.

I. Policies and Procedures

The following sections provide a summary of program policies and procedures. Students are encouraged to discuss any questions concerning these issues with their major professor, the Director of Experimental Training, or the Department Chair.

2.1 Coursework Policies and Procedures

Grades in Required Courses.

Students must receive a grade of B - or better in each required experimental program course or retake the course. Students failing to achieve a grade of B - or better on the second attempt will be dismissed from the program.

Repeating a Course

The department of psychology imposes the standards specified by the [graduate school](#) with regard to repeating a course:

Probation

The department of psychology imposes the standards specified by the [graduate school](#) with regard to academic probation.

Waiver or Alteration of the Experimental Program Curriculum.

Curriculum waivers or alterations in coursework may be granted upon a majority vote of the program faculty. Alterations in the usual curriculum and sequence of events are discouraged. However, a student may request a waiver of policy by submitting a detailed written request to the Director of Experimental Training. The request must include all relevant information concerning why the waiver should be granted and any relevant pros and cons for the student, other students, and faculty. Waivers will be necessary for any variation in standard policy. These include but are not limited to requests to conduct thesis and dissertation research off campus.

Transfer of Coursework.

A request for the transfer of graduate credit completed at another institution can be submitted to the graduate school with the [Request for the Transfer of Graduate Credit from Another Institution form](#). Please note, that a transfer does not imply a waiver of course requirements. This waiver is done at the department level and is described in the Waiver of Coursework Completed Outside the University section.

Waiver of Coursework Completed Outside the University.

Coursework completed at another institution which offers graduate degrees in psychology may or may not be deemed to satisfy similar requirements for the Ph.D. in experimental psychology at The University of Mississippi. A student may initiate a request for a waiver of the course by submitting the relevant documentation described below to the Director of Experimental Training.

A request for waiver of a required course will be considered if the student received at least a B in the course and our faculty teaching the course certifies that the student's previous course meets program requirements. A faculty member can request that a student who wishes to waive a required course must pass a final exam for that course with at least a B average.

A request for waiver of a graduate course(s) taken elsewhere to satisfy degree requirements exclusive of core coursework will be considered for up to three courses. If the student wishes to request a transfer of coursework the following information must be sent to the Director of Experimental Training via email:

1. An official transcript documenting a grade of B or better
2. An official description of the course
3. The course syllabus (detailing the schedule, assignments, readings, and examinations)
4. An copy of the email from the instructor teaching the course at the University of Mississippi stating that the coursework is equivalent to the course completed at UM

The Director of Experimental Training will present these documents to the experimental faculty for their consideration and will place a copy of the email from the instructor teaching the course at the University of Mississippi stating the coursework is equivalent in the students file if the coursework is waived.

2.2 Comprehensive Exams Policies and Procedures

Change in Committee Members.

In the event that a student wants to modify the composition of the comprehensive exam committee, the student should complete a [Change in Committee Member Form](#) and obtain a signed release from the person leaving the committee, the person joining the committee, and the major professor (i.e., 3 signatures). The signed form will then be placed in the student's file.

2.3 Theses and Dissertations Policies and Procedures

Transfer of Thesis.

A request for acceptance of a thesis should be accompanied by a copy of the thesis and documentation of its acceptance by a psychology department in an accredited University. If three faculty agree that the thesis is equivalent to theses completed here, the student will not be required to complete another master's thesis to satisfy program requirements. The student then must file the [Request for Transfer of Thesis](#) to the Director of Experimental Training and in the department office.

2.4 Graduate Student Employment

Employment Within the University.

Students are allowed [25 hours maximum \(20 hours for international students\)](#) of employment within the university.

Employment Outside the University.

The graduate school discourages outside employment so that students can focus on their studies. However, there is no prohibition and students do not need to inform the graduate school of any outside employment. Students are encouraged to consult with their advisor and let them know before they make any decisions about outside employment.

Faculty Employment of Graduate Students

Please see the departmental policy for faculty employment of graduate students posted on blackboard.

2.5 Leave of Absence

The department follows the graduate school [leave of absence policy/ medical withdrawal/ sick leave policy](#) and [parental leave policy](#).

2.5 Departmental Policies and Procedures

Students are expected to familiarize themselves with departmental policies The department follows the graduate school [leave of absence policy/ medical withdrawal/ sick leave policy](#) and [parental leave policy](#).

2. Timeline

Student status in the program is partially determined by their progression through the program in a timely manner. Failure to comply with the timelines regarding completion of the master's thesis, comprehensive exams, and dissertation may result in the student not being endorsed for continuation in the program.

Timely progression through the program is also monitored because departmental funding is only guaranteed for five years. Beyond this, funding is not guaranteed, although it might be possible based on factors such as adequate progress through the program and departmental needs.

To make sure students are aware of the time timeline for their cohort year, the student and advisor should review and sign the milestones requirements form by the end of the first semester in the program and return to the Director of Experimental Training.

If a student is entering the program without a M.A. or M.S. the student and advisor must review and sign the [Milestones Requirement for Full-Time Psychology Doctoral Program \(No M.A./M.S.\)](#) If a student is entering the program with a M.A. or MS. the student and advisor must review and sign the [Milestone Requirements for Full Tim Doctoral Psychology Program \(M.A./ M.S.\)](#). Please email a signed digital copy to the Director of Experimental Training by the end of the semester of the student's first year in the program to be placed in the student's file.

3.1 Timeline Regarding Coursework

Students are expected to successfully complete or waive the 4 required core courses (PSY 703, 704, 748, and 735) during their first 2 years of study. Typically, the majority of the lecture coursework is completed in the first 2-3 years of the program. For students starting the program without a M.A. or M.S., a sample schedule can be found in the [Milestones Requirement for Full-Time Psychology Doctoral Program \(No M.A./M.S.\)](#). For students starting the program with a M.A. or M.S., a sample schedule can be found in the [Milestone Requirements for Full Tim Doctoral Psychology Program \(M.A./ M.S.\)](#).

3.2 Timeline Regarding the Master's Thesis

The department of psychology does not admit student in a terminal master's degree program. Experimental students are expected to have completed all requirements for the M.A. by the end of the spring semester of their second year. **Failure to complete the M.A. in a timely fashion may result in the recommendation of a remediation plan.**

For the purposes of the doctoral degree, all students must complete their requirements for their master's thesis and comprehensive exams within 4 calendar years of initial enrollment. Each experimental student is expected to have completed all requirements for the M.A. by the end of the spring semester of his or her second year in the program.

3.3 Timeline Regarding Comprehensive Exams

All required course work and the comprehensive exams should be completed within four calendar years of initial enrollment into the psychology graduate program (whether the student begins the

program following the completion of a bachelor's degree or master's degree). After passing the comprehensive exam, a student becomes a candidate for the doctoral degree.

3.4 Timeline Regarding Doctoral Dissertation

After the student passes comprehensive exams and is a candidate for the doctoral degree they must complete all remaining requirements, including the written dissertation and defense, within five calendar years. However, it is important to note that departmental funding is only guaranteed for 5 academic years to students in good standing in the program. If the candidate does not complete all requirements for the Ph.D. within the 9-year total timeframe, then the graduate school will change the student's status to nondegree seeking.

3.5 Extension and Petitions for Additional Time

The graduate school may grant a one-year extension to the time limit for serious hardships (e.g., military duty, pregnancy, illness, problems with the student's immediate family).

Additionally, the student may petition the graduate program in experimental psychology for a limited extension for a reason unrelated to personal hardship. If the experimental program grants an extension it may impose additional requirements (e.g., more coursework, further comprehensive examination). If the student chooses to pursue this option, they are encouraged to consult with their advisor. They must submit an email to the Director of Experimental Training with their [Petition for a One-Year Extension](#), their reason for the extension, and their proposed timeline for completing their program requirements with a brief description on how they plan to execute this timeline. The Director of Experimental Training will then present this request to the experimental faculty, who will then vote on the extension and any additional requirements that may be involved.

4. Student Advising and Evaluation

4.1 Student Advising

Major Professor.

Upon admission to the experimental program, each student is matched with a faculty member with similar research interests. The major professor will provide guidance and advice to the student throughout the program with regard to their completion of the program and goals for the degree (e.g., coursework to complete, research formulation and execution, collaboration on manuscripts, teaching, service, mentorship of undergraduate students, preparing for the job market).

Request for Changes to the Major Professor.

A student is not permitted to enter or continue in the experimental program without a major professor. In the event that a student desires to work with a different major professor or a major professor is unable to continue working with a student, a request to change labs and work with a new major professor must be submitted to the Director of Experimental Training.

Director of Experimental Training.

Students are always welcome to request an individual meeting with the director of experimental training to discuss any questions or concerns regarding the program. In addition, the assistant to the director of experimental training may meet with students to serve as a student liaison to the program.

Nonacademic Advising.

A student's success in the program is determined by both academic and nonacademic factors. Therefore, a student may be advised and assisted in some nonacademic areas. Financial hardship is a serious stress for many graduate students. Counseling is available regarding financial assistance and work options. A student with personal or emotional problems will be referred outside the department for professional services.

See the student survival guide created by students that is distributed each year for a number of great resources for graduate students in a variety of areas.

4.2 Student Evaluation

Teaching

All students serving as an instructor of record must have a faculty mentor. For the introduction to psychology course, this is typically the introduction course coordinator in addition to the student's faculty mentor. For upper level courses, an email will be sent from the department chair regarding the faculty mentor. Graduate instructors are required to be evaluated at least once each semester they teach, though students are encouraged to have multiple evaluations from multiple advisors. Students should use the [teaching evaluation form](#), which should be submitted to the Director of Experimental training once completed.

Graduate Student Activity Reports.

Students are required to complete a yearly activity report that highlights their accomplishments during that year. The purpose of this report is to have students reflect on their progress during the year and to help them make plans for timely completion of the program requirement in line with their career goals. This report will be used by faculty in the annual evaluation.

This report is posted on blackboard and should describe coursework completed (including thesis, comprehensive examinations, dissertation), publications (papers submitted, under review, or accepted), teaching (instructor of record, teaching assistant, guest lecturer), attendance and/or presentations at professional meetings, research projects completed or in progress, service (university and departmental committees, community service organizations, etc.), and other relevant activity not specified elsewhere in the report. In addition, students should provide a narrative describing plans for the upcoming year. Copies of these reports should be submitted to the major professor and the Director of Experimental Training. Permanent copies will be maintained in the department office.

Individual Development Plans.

Students are required to complete a yearly individual development plan at myidp.sciencecareers.org. The purpose of this plan is to have students reflect on their personalized needs and goals so they can create short and long term goals and activities to meet their needs while in the program.

This can be completed at myidp.sciencecareers.org. You may consult with your advisor as you build your plan, but this is an individual development plan designed to provide you with the opportunity to build short term and long-term goals based on your skills, interests, and values. This can be updated each year as you move through the program, so you are welcome to change this as you gain more experience. The IDP plan will be most helpful if you take the time to think through what you want moving forward and what actionable steps you may take to get there.

You will need to print and export your plan and provide this to the program along with your graduate student activity report. From myidp.sciencecareers.org, select implement plan → print & export. Under print myIDP select career goals (plan A, plan B), career advancement goals (all smart goals), skills development goals, project completion goals, and goals summary.

Annual Evaluations.

Experimental faculty conduct a formal evaluation of students in the program at the end of each academic year. These evaluations are based on a variety of factors including timely completion of program requirements, course performance, research performance (including PSY 755 presentations, proposals, and defenses of milestones), teaching performance, and service. All faculty have the opportunity to provide evaluative information to the Director of Experimental Training concerning any student. This information typically concerns the student's research progress, course performance, initiative and independence, interpersonal skills, emotional stability, ethical behavior, or other issues.

Students should receive a letter from the Director of Experimental training after this evaluation period summarizing the student's status in the program. A student who is at risk for not completing

the program receives a letter from the major professor informing him or her of the perceived problems and areas needing remediation, along with a time period in which satisfactory performance must be demonstrated.

Once students receive their evaluation, they student should schedule an appointment with the major professor to obtain feedback regarding professional development over the previous year and to discuss plans for the coming academic year. The student and advisor can make any changes and will sign the final copy of their evaluation at that meeting to submit to the area.

5. Ethical Behavior

All students are expected to be knowledgeable of and abide by the ethical principles set forth in the publication manual of the [American Psychological Association](#).

In oral and written communications, graduate students should clearly indicate their status in such a way that the person with whom they are communicating will not assume that the graduate student is a member of the University faculty or staff. The terms *graduate student* or *doctoral student in psychology* may be used, but not the terms *psychologist* or *professor*.

UM Creed

The University of Mississippi is a community of learning dedicated to nurturing excellence in intellectual inquiry and personal character in an open and diverse environment. As a voluntary member of this community:

I believe in respect for the dignity of each person
I believe in fairness and civility
I believe in personal and professional integrity
I believe in academic honesty
I believe in academic freedom
I believe in good stewardship of our resources
I pledge to uphold these values and encourage others to follow my example.

5. Department Assistantships

The Psychology Department provides support for graduate students in the form of research assistantships (RAs) and teaching assistantships (TAs). Availability of RA and TA positions for the upcoming academic year is typically announced during the spring semester. Students will be asked to rate their preferences of the positions. Students be notified of their assistantship placements at the start of each semester.

6.1 Research Assistantships

RAs commonly support faculty members in the laboratory (e.g., through lab management, data collection, and data management). If students receive a RA position, they will be notified of the laboratory and professor that they will be working with, and should be in contact with that professor regarding the duties for the RA position.

6.2 Teaching Assistantships

TAs may assist faculty members in the classroom (e.g., by preparing classroom materials or grading). If students receive a TA position, they will be notified of the instructor they will be working with, and should be in contact with that professor regarding the duties for the TA position.

More advanced graduate students may be awarded a TA in which they are the instructor of record responsible for their own individual courses (e.g., PSY 201: General Psychology). These teaching assignments are awarded on the basis of the student's general suitability for teaching and on the basis of the compatibility of his or her credentials with a particular course. After prerequisite credentials have been established, other selection criteria may be applied. These can include cumulative GPA, rate of progress through the program, and professional accomplishments.

6. Research

Conducting research involving humans or animals requires strict adherence to federal regulations, as well as University and departmental policies and procedures.

7.1 General Information for Conducting Human Research

Federal regulations require that all research (including pilot work) with human subjects be approved by the University of Mississippi Office of Research Institutional Review Board (IRB). The application form and information on application procedures are located at the Office of Research web site. Researchers should allow at least two weeks for IRB approval. No research procedures, including participant recruitment, may occur until IRB approval is granted.

In conducting research with humans, one must adhere to guidelines specified by the APA publication Ethical Principles in the Conduct of Research with Human Participants and the Psychology Department's Policy on the Research Requirement for Undergraduate Students Enrolled in PSY 201: General Psychology. A student's major professor will help with the completion of IRB forms. Questions concerning the IRB application and review process may be directed to the IRB Coordinator or the IRB Chair.

7.2 General Information for Conducting Animal Research

Any research with animals must be supervised by a member of the University faculty and be approved by the Institutional Animal Care and Use Committee (IACUC). The IACUC application form and the instructions for its completion are located at the Office of Research web site. IACUC committee members typically review protocols within two weeks of receipt by the Office of Research. IACUC may request additional information regarding a proposal before granting approval. Following IACUC approval, a proposal will receive a protocol number and letter of approval from the Office of Research; this information must accompany all animal purchase requisitions.

In conducting research with animals, one must adhere to the principles in the APA publication Ethical Principles in the Conduct of Research with Animals. A student's major professor will help with completion of the IACUC forms. Questions concerning the IACUC application and review process may be directed to the IACUC Chair.

7. Graduation Requirements for the M.A. and Ph.D. Degrees

The Graduate School web site provides detailed information for graduate degree candidates. The following summary outlines the steps students should take to meet graduation requirements:

1. Satisfactorily complete all experimental program requirements.
2. Obtain an [Application for Graduate Degree](#) from the Graduate School.
3. Submit the completed application to the GPC for review and signature.
4. Deliver the signed form to the Graduate School approximately three months before the expected graduation date.
5. After the Graduate School approves the degree application, an application for the diploma will be mailed or given to the student.
6. Pay the diploma fee at the Bursar's Office.
7. Deliver the application for diploma and the fee receipt to the Registrar's Office.
8. After a successful oral defense, submit two copies of the thesis or dissertation, including all final revisions, to the Graduate School along with the receipt received from the Bursar's Office.
9. Doctoral candidates must also obtain and complete the Survey of Earned Doctorates forms from the Office of the Dean of the Graduate School. Submit these forms to the Graduate School at the time the copies of the dissertation are delivered.
10. The diploma will then be mailed to the student.
11. Contact the Graduate School for commencement information.

8. Grievance and Appeal Procedures

No student's standing in the program shall be jeopardized for bringing up problems. Students are encouraged to openly voice their opinions and to work with the psychology faculty, Graduate School personnel, and University administrators, as appropriate, to prevent and resolve problems.

9.1 Grievance Procedures

A graduate student with a complaint is encouraged to follow these steps for resolution of the problem:

1. If the problem is with an individual student or faculty member, the student should first attempt, if at all possible, to resolve the complaint directly with that person.
2. If for some reason the student cannot approach that person with the issue or the problem cannot be resolved in this manner, he or she should contact the major professor and/or the Director of Experimental Training. If the student requests, confidentiality regarding the issue will be guaranteed. This means that, within legal and ethical limits, no information will be released to anyone regarding the problem without the student's expressed permission.
3. If the above steps are not satisfactory in resolving the problem, the issue can be taken to the Department Chair. If requested, confidentiality will be maintained, within legal and ethical limits.
4. If the above steps do not resolve the problem, the issue can be taken to the Dean of the Graduate School.

Special officers on campus deal with complaints related to grades, sexual harassment, or affirmative action, if they cannot be resolved at the department level. The current edition of [The University of Mississippi M Book](#) contains additional information about the University's grievance procedures for students.

9.2 Appeal Procedures

University Policies.

Any request for alteration or waiver of a University policy should be directed to the Dean of the Graduate School in writing from the student's major professor. Some decisions may take several weeks because certain waivers require input from the Graduate Council.

Grades.

The appeal procedure for graduate students follows the guidelines outlined by the [graduate school](#).

Comprehensive Examinations.

The appeal procedure for graduate students follows the guidelines outlined by the [graduate school](#).

9. Summary of Forms and Guides

10.1 Forms Required Upon Entry to the Program and/or Annually

- During the annual review period (April) each student and their advisor will need to submit an [interim plan of study](#) detailing the courses the student plans to take each semester in order to complete their degree. The student and advisor must both sign and date the copy of their interim plan of study and send the plan to the Director of Experimental Training. The director will sign and file a copy of the plan in the student's file and will update this plan each year as the student progresses through their coursework.
- By the end of the first semester each student will need to complete either the [Milestones Requirement for Full-Time Psychology Doctoral Program \(No M.A./M.S.\)](#) or [Milestone Requirements for Full Time Doctoral Psychology Program \(M.A./ M.S.\)](#). A signed digital copy must be sent to the Director of Experimental Training by the end of the student's first semester to be placed in the student's file.

10.2 Forms Required for Master's Thesis

- Once students are ready to form their committee they must file the Graduate Advisory Committee Request which can be accessed through [MyOlemiss](#).
- Once students are ready to defend their thesis they must file the [Authorization of Final Oral/Written Exam Form](#) 14 days prior to the defense.
- After a successful defense the [thesis signature page](#) should be filed with the graduate school.
- An [Assessment Record for the Thesis and Dissertation](#) should be completed from each committee member and returned to the Director of Experimental Training.

10.3 Forms Required for Comprehensive Exams

- Once students complete the master's degree, majority of coursework, and have received notification of admission to the doctoral program they should complete the [Authorization to Sit for Comprehensive Examination](#) form and submit to the Director of Experimental Training.
- Once students propose their comprehensive exam they should complete the Comprehensive Exams (Broad Review) Proposal Form.
- For each portion of the comprehensive exams, an assessment form should be completed by each committee member and sent to the Director of Experimental Training: [Comprehensive Exams Completion Form \(Statistics Portion\)](#), [Comprehensive Exams Qualtrics Rating Form \(Broad Review\)](#), and the [Comprehensive Exams Qualtrics Completion Form \(Topic Mastery\)](#).
- After completing all 3 comprehensive exams, students must complete form [GS5.1 Report of](#)

[the Comprehensive Examination Committee/ Admission to Candidacy for the Doctorate Degree form.](#)

10.4 Forms Required for the Dissertation

- Once students are ready to form their committee they must file the Graduate Advisory Committee Request which can be accessed through [MyOlemiss](#).
- The dissertation prospectus must be defended in oral examination and, in its final approved form, submitted to the Graduate School.
- Once students are ready to defend their dissertation they must file the [Authorization of Final Oral/Written Exam Form](#) 10 days prior to the defense.
- After a successful defense the [dissertation signature page](#) should be filed with the graduate school.
- An [Assessment Record for the Thesis and Dissertation](#) should be completed from each committee member and returned to the Director of Experimental Training.

Online Forms

Assessment Record of Thesis and Dissertations for Department of Psychology

https://uofmississippi.qualtrics.com/jfe/form/SV_4TS0Bbsf4uOqY4e

Comprehensive Exam Rating form

https://uofmississippi.qualtrics.com/jfe/form/SV_3z0Hwl2EA2goEYu

Teaching Observation Form

https://uofmississippi.qualtrics.com/jfe/form/SV_7WjHL4UhrKK4KNf

Interim Plan of Study

Update Each April

Student Name: _____

Student ID: _____

Year Started Program: _____

Advisor: _____

Course	Credit Hours	Grade (if completed)	Year taken or planned to be completed.
SPECIFIED CORE COURSES (9 hours)			
703 Quantitative Methods in Psychology I	3		
704 Quantitative Methods in Psychology II	3		
748 Research Design	3		
735 Seminar in College Teaching	3		
ADDITIONAL CORE COURSES (16 hours)			
505 Conditioning and Learning	3		
707 Cognitive Psychology	3		
712 Social Psychology	3		
713 Social Cognition	3		
715 Physiological Psychology	3		
718 Advanced Developmental Psychology	3		
751 History and Systems	3		
Courses Waived (indicate course number and name)			
ELECTIVES (6 hours)			
	3		
	3		
RESEARCH (27 hours required)			
PSY 717 required	3		
PSY 717 optional	3		
PSY 697 required	3		
PSY 697 required	3		
PSY 697 additional	3		
PSY 797 required	3		
PSY 797 required	3		
PSY 797 required	3		
PSY 797 required	3		
PSY 797 required	3		
PSY 797 required	3		
PSY 797 required	3		
PSY 797 additional	3		
ADDITIONAL COURSES (additional electives, certificate course work, or course repeated when C earned on first attempt)			

Student: _____ Date: _____

Advisor: _____ Date: _____

Director of Experimental Training: _____ Date: _____

Milestone Requirements for Full-Time Psychology Doctoral Program (No M.A./M.S.)

Milestone	Expected Time of Achievement
Submit Interim Program of Study form to PhD GAR	Every spring (fall of 1 st year)
Student submits annual activity report by Mid-April.	Every spring.
Review of student's progress with Psychology Department faculty	Annually
Enroll and present in PSY 755	Enroll every semester, present annually.
Complete Thesis Proposal	August of Year 2
Defend Thesis and complete requirements for MA	May of Year 2
Completion of PSY 703, 704, 748	December of Year 2
Completion of Core Courses	December of Year 3
Completion of all components of comprehensive exam	May of Year 3
Student admitted to doctoral candidacy	May of Year 3
Dissertation Committee appointed and approved by Graduate School	August of Year 4
Dissertation prospectus defended	Fall of Year 4
Research protocols and/or IRB approval (as applicable)	Fall of Year 4
Dissertation completed, successfully defended, and approved by Committee	Before the deadline for dissertation defense of Year 5
Student completes and files all paperwork required for graduation	Before the deadline for Year 5
Dissertation accepted by Graduate School	Before deadline in for Year 5

Degree Completion Checklist for Students

- Maintain active student status by registering for courses every fall and spring semester.
- Complete Milestones Agreement Form with your advisor before the end of your first semester.
- Complete all required organized coursework.
- Schedule and successfully complete required comprehensive exams.
- Form your thesis and dissertation committees in consultation with your advisor.
- Have your committees approved by program and Graduate School.
- Prepare and successfully present your thesis and dissertation proposals.
- Apply for Advancement to Candidacy.
- Enroll in required thesis and dissertation hours and complete your thesis and dissertation.
- Successfully complete your defense of your thesis and dissertation.
- Submit required documentation to the Graduate School for completion and graduation.

I have read this form and have had the opportunity to discuss the information contained in it with my advisor. I understand the academic milestones that I am expected to reach in order to successfully complete the Psychology program, as well as the expected timeline for completing these milestones.

Student's Signature

Printed Name

Date

Advisor's Signature

Printed Name

Date

Sample schedule for a full-time psychology student in the doctoral program (no M.A./M.S.)

Students should enroll in 9 SCH each semester, exclusive of PSY 755. Students are to enroll in PSY 755 each semester.

Year		<i>Fall</i>	<i>Spring</i>	<i>Summer</i>
1	Lecture Courses	PSY 703 Core Course 1	PSY 704 Core Course 2 Elective (optional)	PSY 697 ^a
	Research Courses	PSY 717	PSY 717 (0 to 3 hours)	
	Milestones:	Select thesis topic.	Defend thesis proposal. Select option for Statistics portion of comprehensive exam.	
2	Lecture Courses	PSY 748 Elective	Core Course 3 Elective	PSY 797 ^a
	Research Courses	PSY 697	PSY 697	
	Milestones:	Thesis data collection.	Thesis defense. Complete requirements for M.A.*	
3	Lecture Courses	Core Course 4 Elective (optional)	PSY 735 Elective (optional)	PSY 797 ^a
	Research Courses	PSY 797 (6 to 9 hours)	PSY 797 (3 to 9 hours)	
	Milestones:	Complete statistics portion of the comprehensive examination if not already satisfied. Propose topic for broad review paper by September 15.	Complete broad review paper by April 15. Complete Topic Mastery portion of comprehensive exam.	
4	Lecture Courses	Elective (optional)	Elective (optional)	PSY 797 ^a
	Research Courses	PSY 797 (6 to 9 hours)	PSY 797 (6 to 9 hours)	
	Milestones:	Defend Dissertation Prospectus		
5	Research Courses	PSY 797 (9 hours)	PSY 797 (9 hours)	
	Milestones:	Dissertation data collection complete.	Defend dissertation. Complete requirements for the Ph.D.**	

^a For students receiving certain stipends in summer, enrollment in thesis or dissertation hours required. Tuition waived.

* The Graduate School requires a minimum of 30 semester hours of graduate credit for the M.A.—24 hours of coursework (including 18 hours of formal classroom lecture courses and 12 hours of 600+-level courses) and 6 hours of thesis. The Experimental Program requires successful completion of PSY 703, PSY 704, PSY 717, three core courses, and Research Design (PSY 748), as well as enrollment in PSY 755 each semester.

** The Graduate School requires 54 hours of study beyond the bachelor's degree (including a minimum enrollment of 18 hours of dissertation credit). The experimental program requires successful completion of M.A. coursework, Core Course 4, two elective courses, as specified in Section 2.1 of this manual, and successful completion of comprehensive exams, as well as enrollment in PSY 755 each semester.

Milestone Requirements for Full-Time Psychology Doctoral Program (M.A./M.S.)

Milestone	Expected Time of Achievement
Submit Interim Program of Study form to PhD GAR	Every spring (fall of 1 st year)
Student submits annual activity report mid-April.	Every spring.
Review of student's progress with Psychology Department faculty	Annually
Enroll and present in PSY 755	Enroll every semester, present annually.
Completion of PSY 703, 704, 748	TBD
Completion of Core Courses	TBD
Completion of all components of comprehensive exam	May of Year 2
Student admitted to doctoral candidacy	May of Year 2
Dissertation Committee appointed and approved by Graduate School	August of Year 2
Dissertation prospectus defended	Fall of Year 2
Research protocols and/or IRB approval (as applicable)	Fall of Year 2
Dissertation completed, successfully defended, and approved by Committee	Before the deadline for dissertation defense of Year 4
Student completes and files all paperwork required for graduation	Before the deadline of Year 4
Dissertation accepted by Graduate School	Before deadline in of Year 4

Degree Completion Checklist for Students

- Maintain active student status by registering for courses every fall and spring semester.
- Complete *Milestones Agreement Form* with your advisor before the end of your first semester.
- Complete all required organized coursework.
- Schedule and successfully complete required comprehensive exams.
- Form your thesis and dissertation committees in consultation with your advisor.
- Have your committees approved by program and Graduate School.
- Prepare and successfully present your thesis and dissertation proposals.
- Apply for Advancement to Candidacy.
- Enroll in required thesis and dissertation hours and complete your thesis and dissertation.
- Successfully complete your defense of your thesis and dissertation.
- Submit required documentation to the Graduate School for completion and graduation.

I have read this form and have had the opportunity to discuss the information contained in it with my advisor. I understand the academic milestones that I am expected to reach in order to successfully complete the Psychology program, as well as the expected timeline for completing these milestones.

Student's Signature

Printed Name

Date

Advisor's Signature

Printed Name

Date

Sample schedule for a full-time psychology student in the doctoral program (M.A./M.S.)

Students should enroll in 9 SCH each semester, exclusive of PSY 755. Students are to enroll in PSY 755 each semester. Plan will vary depending upon course transfers.

Year		Fall	Spring	Summer
1	Lecture Courses	PSY 703 Core Course or Elective	PSY 704 PSY 735	PSY 797 ^a (3 SCH)
	Research Courses	PSY 717 (3 hours)	PSY 717 (3 hours)	
	Milestones:	Request approval of thesis and transfer of credits.	Make significant progress on Topic Mastery portion of comprehensive exam.	Complete Topic Mastery. Select option for Statistics portion of comprehensive
2	Lecture Courses	PSY 748 Core Course or Elective	Core Course or Elective	PSY 797 ^a
	Research Courses	PSY 797 (3 to 6 hours)	PSY 797 (3 to 9 hours)	
	Milestones:	Propose topic for broad review paper by September/October 15	Complete statistics portion of the comprehensive examination if not already satisfied. Complete broad review paper by April 15.	Apply for admission to the doctoral program.
3	Lecture Courses	Elective (optional)	Elective (optional)	PSY 797 ^a
	Research Courses	PSY 797 (6 to 9 hours)	PSY 797 (6 to 9 hours)	
	Milestones:	Defend Dissertation Prospectus		
4	Research Courses	PSY 797 (9 hours)	PSY 797 (9 hours)	
	Milestones:	Dissertation data collection complete.	Defend dissertation. Complete requirements for the Ph.D.**	

^a For students receiving certain stipends in summer, enrollment in thesis or dissertation hours required. Tuition waived.

* The Graduate School requires a minimum of 30 semester hours of graduate credit for the M.A.—24 hours of coursework (including 18 hours of formal classroom lecture courses and 12 hours of 600+-level courses) and 6 hours of thesis. The Experimental Program requires successful completion of PSY 703, PSY 704, PSY 717, three core courses, and Research Design (PSY 748), as well as enrollment in PSY 755 each semester.

** The Graduate School requires 54 hours of study beyond the bachelor's degree (including a minimum enrollment of 18 hours of dissertation credit). The experimental program requires successful completion of M.A. coursework, Core Course 4, two elective courses, as specified in Section 2.1 of this manual, and successful completion of comprehensive exams, as well as enrollment in PSY 755 each semester.

Comprehensive Exam Initial Committee Meeting Form

One element of graduate training is to build expertise in a specific area (e.g., executive function, relationships, prospective memory, ostracism, intergroup relationships). Please describe your intended area of expertise.

A second element of graduate training is to master your discipline of study (e.g., cognitive, social, developmental, behavioral neuroscience).

If, after consulting with your advisor, you plan to pursue Option 1, please describe the “important problem within [your] discipline” that you plan to address. You should include a description of how the review will address things such as “omissions within the literature, contradictions within a literature, potential applications of novel theory to the discipline, etc.” You should also describe how the review will draw on multiple areas within your discipline to address the problem identified. The committee may ask you to broaden or limit your scope, but you are encouraged to include new areas that you have not previously studied in depth.

If after consulting with your advisor, you plan to pursue Options 2 or 3, please list and describe multiple topic areas from your discipline and current issues in the field that you would like to develop additional mastery in. The committee may ask you to include additional areas or to limit your areas, but you are encouraged to include new areas that you have not previously studied in depth.

Change in Committee Members Form

This form is to confirm that all relevant committee members have approved the change to the committee membership for the following experimental psychology Ph.D. candidate.

Complete and email this form to the DET to note the change in committee in your file.

Student Name: _____

Student ID Number: _____

Committee:

- Master's Thesis
- Comprehensive Examination (Broad Review)
- Comprehensive Examination (Topic Mastery)
- Doctoral Dissertation

Person leaving the committee

Printed Name

Signature

Date

Person joining the committee

Printed Name

Signature

Date

Advisor

Printed Name

Signature

Date

Request for Waiver of Thesis Requirements Based on Work from another Institution

Complete and email this form to the DET **with a copy of your thesis** to note the waiver of thesis work based on work from another institution in your file.

Thesis Title:

Author:

Institution:

We have reviewed this thesis and find it to be comparable to theses completed in the Psychology Department of The University of Mississippi and recommend that the requested action be taken.

Printed Faculty Name Faculty Signature Date

Printed Faculty Name Faculty Signature Date

Printed Faculty Name Faculty Signature Date

Members of the Examining Committee (Three members of the graduate faculty in psychology are required to review the thesis.)

Student _____ Date _____

Petition for a One-Year Extension in the Experimental Psychology Ph.D. Program

For the purposes of the doctoral degree, all students must complete their requirements for their master's thesis and comprehensive exams within 4 calendar years of initial enrollment. Complete this form in consultation with your advisor and email it to the DET if you wish to petition for a 1-year extension related to this timeline.

Student Name: _____

Student ID Number: _____

At this point what is completed:

- A master's thesis
- The statistics portions of my comps
- Broad review component of my comps
- The topic mastery component of my comps

Please detail the timeline for completing the unfinished portions of your comps and a brief description for how you will execute this timeline:

Please detail your timeline and plans for your dissertation moving forward in the program:
