

Graduate Handbook



Department of Psychology
The University of Alabama in Huntsville

WELCOME

The Psychology Department of The University of Alabama in Huntsville is pleased to introduce you to the psychology graduate program. We hope that this guide will help you explore the many opportunities we can provide for your graduate education.

The UAH Psychology department is a small, cohesive department with a focus on applied experimental psychology. We offer coursework at the bachelor's, master's, and doctoral level that is oriented toward scientifically understanding the bases of behavior. Our research interests cover the primary areas of psychology and are discussed in greater detail on the web at <https://www.uah.edu/ahs/departments/psychology/research/research-labs>. We pride ourselves on being a department that interacts with our undergraduate and graduate students, while maintaining a strong focus on experimental research. Students are expected to actively contribute to their labs from the very beginning of their graduate careers.

The focus of the Department of Psychology is threefold: teaching, scholarship, and service. Consequently, the mission of the department centers upon development of students, development of faculty and scholarly activities, and service to scholarly and professional societies as well as to appropriate communities, including those within UAH.

The Department of Psychology supports the mission of the College of Arts, Humanities, and Social Sciences in a variety of ways. We provide close interactions between teachers and learners in our seminar courses, as well as in our research courses and internship opportunities. The Department of Psychology encourages personal and professional growth in its promotion of students' career exploration, knowledge acquisition, skill development (i.e., critical thinking, technical writing, oral communication, and statistical analyses), and valuation of others' unique strengths and opportunities for growth.

You can learn more about the UAH Psychology Department on the web at <https://www.uah.edu/ahs/departments/psychology>. If you have additional questions regarding the program, please feel free to contact:

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GENERAL PROGRAM INFORMATION

ADMISSION REQUIREMENTS

The Psychology department at the University of Alabama in Huntsville supports three graduate programs in psychology. Applications are considered on a rolling basis, with both Fall and Spring admittance. Admission to all programs is competitive; therefore, meeting the requirements does not guarantee admission.

JUMP Program. The Joint Undergraduate Master's Program (JUMP) in Psychology is designed to save students in the psychological sciences track, who wish to pursue their master's in psychology at UAH, time and money by allowing them to count up to 12 course credits toward both their undergraduate and master's degree requirements. Students who have earned 75 or more undergraduate credit hours with a GPA of 3.5 can begin taking up to 12 hours of graduate courses in their junior year while paying undergraduate tuition prices. These courses are typically covered by scholarships or financial aid a student may be receiving. If students plan well, JUMP allows them to complete their bachelor's degree in 4 years and their master's degree in 1 additional year.

Admission to the JUMP Program in Psychology requires a minimum 3.5 GPA in all Psychology courses (including transfer PY courses), undergraduate enrollment in the Psychological Sciences Track, the support of a faculty sponsor/advisor, and grades of a B or better in the following courses:

- PY 101, PY 300/304, and PY 303/306
- One Group A course selection: PY 316, PY 414, PY 436, PY 480
- One Group B course selection: PY 301, PY 375, PY 415, PY 435

Students are officially admitted into the JUMP program after successfully completing these prerequisite courses. Students then work with the JUMP advisor to select their JUMP courses and complete the paperwork. Students must earn a B or better in the 12 hours of graduate coursework and maintain a 3.5 GPA to remain in the JUMP program and have the courses count toward their master's degree. Upon earning their bachelor's degree and successfully completing their JUMP courses, students will be asked to sign a letter accepting their status as a graduate student. This letter is sent to them by UAH Graduate Admissions when they have completed all undergraduate requirements.

Master's Program. The Master of Science (MS) in Psychology emphasizes an understanding and appreciation of the scientific basis of behavior. The focus is general, and includes coursework in applied experimental, biological, cognitive, developmental, human factors, industrial/organizational, psycholegal studies and psychopathology, with the option to specialize in Industrial/Organizational (I/O) Psychology. Students will have the opportunity to gain hands-on research experience working side by side with faculty members in their labs.

Applicants to the MS Program in Psychology must hold a minimum 3.25 GPA in undergraduate coursework (or the most recent 60 hours of coursework) and provide the following documentation:

- official transcripts from all colleges and universities attended;
- a writing sample that demonstrates the ability to communicate scientific knowledge and findings relevant to the program for which you are applying (e.g., APA-formatted research paper written for a class; technical white paper; proceedings paper; etc.);
- a statement of intent that identifies a desired faculty advisor;

- a resume or CV; and
- three letters of reference.

Additionally, international students must receive minimum scores of 79 (TOEFL) or 6.0 (IELTS) on all sub-sections of these tests.

Doctoral Program. The Applied Experimental Psychology Doctoral (PhD) program is designed to prepare you to solve complex real-world problems by utilizing knowledge of scientific theory and the skills involved in conducting high-quality research in the domains of Human Factors and Psychology and Law. The program will develop professionals who can tackle important issues facing the Huntsville business and government community, the state of Alabama, and the nation.

Admission to the PhD Program in Psychology requires a minimum 3.5 GPA in the most recent 60 hours of coursework and the following documentation:

- official transcripts from all colleges and universities attended;
- a writing sample that demonstrates the ability to communicate scientific knowledge and findings relevant to the program for which you are applying (e.g., APA-formatted research paper written for a class; technical white paper; proceedings paper; etc.);
- a statement of intent that identifies a desired faculty advisor;
- a resume or CV; and
- three letters of reference.

Additionally, international students must receive minimum scores of 79 (TOEFL) or 6.0 (IELTS) on all sub-sections of these tests.

Conditional Admittance. Domestic students who show reasonable potential for graduate work but do not meet these criteria may be admitted conditionally to the program. Conditional admittance requires the approval of the Psychology Department chair. Students who are admitted conditionally must make an overall grade average of B (GPA of 3.0) or better for the first 12 hours of graduate coursework. Students must also complete any other conditions for coursework or pre-requisites, as requested by the department. If students successfully meet these requirements, their status converts to unconditional admittance after 12 hours of graduate work. Failure to meet these requirements results in dismissal from the Graduate School and the psychology graduate program. Under exceptional cases, a student may be readmitted to a program following the recommendation of their advisor and the approval of the graduate dean.

Provisional Admittance. Domestic students whose applications to the graduate school are incomplete or pending may be admitted provisionally to the program, with the approval of the Psychology Department chair. Students who are admitted provisionally may register for graduate-level courses and must complete their application materials by the 10th week of the first semester to be considered for unconditional admittance to the program. Failure to meet these requirements will result in dismissal from the psychology graduate program. Provisional coursework taken at the 500-level or higher will only be applied toward program requirements if the grades earned in such courses are B's or higher. Students with provisional admittance are not eligible for federal financial aid.

DEPARTMENT ROLES AND PROCESSES

FACULTY ADVISOR

Each graduate student is supervised by a faculty advisor with aligning research interests. Faculty advisors have both formal and informal responsibilities in working with the graduate students they advise, including but not limited to:

Formal Responsibilities

- supervising and facilitating academic and research progress
- assisting with course selection
- providing advising about academic and professional goals
- evaluating transfer courses, including thesis projects completed elsewhere
- helping students choose faculty to serve as members of their thesis and dissertation committees
- providing annual evaluations of student progress
- helping students identify matches between their interests/skills and internship experiences
- knowing university policies, procedures, and resources
- responding to emails and requests in a timely manner
- overseeing and managing a research lab
- maintaining the highest standards of professional conduct

Informal Responsibilities

- orienting students into the graduate program
- helping students become familiar with the Psychology department
- acquainting students with general expectations about the level of commitment required for success in graduate school
- serving as a sounding board for exploring options and possible interests
- providing advice regarding work-life balance
- assisting students in building a professional network
- recommending conferences and journals to attend/publish in

Students are encouraged to maintain regular contact with their faculty advisors, especially during their first year in the program and on the way to important graduate benchmarks (e.g., choosing research topics, planning qualifying exams, seeking internships).

Seeking a Change in Advisor. As students progress, they are free to seek a change in faculty advisor based on personal comfort, changing interests, and/or other important factors. Students should contact the faculty member who they would like to be their new advisor and inquire if they are able to take them on as an advisee. When possible, students looking to change faculty advisors should discuss the proposed change with their current advisor, as well. If the new potential advisor agrees to take the student on as an advisee, the student should provide written notification of the change to the departmental administrative specialist and the graduate coordinator. Additionally, the change in advisor must be reflected in all documentation submitted to the Graduate School. Students who wish to switch advisors must confirm sponsorship with their new advisor within 6 months of expressing this desire. Students who do not have the sponsorship of an advisor cannot remain within the program.

GRADUATE STUDENT CONDUCT

Graduate students hold a unique role as both students and representatives of the university. Graduate students have both formal and informal responsibilities to the department, including but not limited to:

Formal Responsibilities

- Adheres to the expectations and policies outlined in the [Student Code of Conduct](#), the [Academic Misconduct Policy](#), and the Graduate School Handbook.
- Reliably attends classes, research assignments, and departmental events
- Completes class projects and program requirements on time
- Puts forth consistent effort when working on university tasks
- Develops and exercises appropriate professional etiquette
- Responds to emails within 48 hours
- Notifies faculty of unforeseen circumstances in a timely fashion

- Actively contributes to the success and well-being of a research lab

Informal Responsibilities

- Accepts responsibility for mistakes
- Respects other members of the department and university community
- Acts with integrity and honesty
- Acts independently to solve problems
- Requests additional guidance when personal actions are unsuccessful
- Maintains a physical or virtual presence within the department that is sufficient to support collegiality

Departmental Brownbag. The departmental brownbag is a mandatory event scheduled every other Monday from 11:45 am – 12:45 pm. The brownbag provides students with an opportunity to learn about the work taking place throughout the department. Consequently, graduate students are encouraged to present their theses and dissertations, supervised research projects, and grant-funded research to gain experience presenting. Additionally, the departmental brownbag is a venue for communicating important announcements to graduate students, such as upcoming deadlines. Students are encouraged to bring lunch; light snacks will be provided.

Colloquia. Periodically, the psychology department will invite a guest speaker to present on research or a professional development topic outside the regularly scheduled departmental brownbag. These events are an excellent opportunity for professional growth and networking; therefore, graduate student attendance is required at these events.

GRADUATE STUDENT SUPPORT TEAM

Department Chair. The department chair (Dr. Jodi Price, jodi.price@uah.edu) is responsible for providing academic and administrative leadership within the department. This includes overseeing curriculum development, faculty and graduate student recruitment, and research initiatives. The department chair also handles all concerns relating to department personnel.

Graduate Coordinator. The graduate coordinator (Dr. Lisa Vangsness, lisa.vangsness@uah.edu) is the principal liaison with the Graduate School. They are responsible for day-to-day issues of the graduate program, such as updating the graduate handbook, tracking student progress, and coordinating graduate student evaluations.

Administrative Specialist. The administrative specialist (Beth Hodges, beth.hodges@uah.edu, MOR 206B) provides support for the Psychology and Sociology Departments. She is responsible for submitting graduate student documents, such as Assistantship Offer Letters, Programs of Study,

Notifications, and other forms listed on the Graduate School's website. She is also responsible for the day-to-day functions of a department (e.g., procurement, budget balancing, printing, event logistics) and assists with the hiring process, as well as travel reimbursement. The administrative specialist is also responsible for various communications such as directing students to the appropriate professors, room reservations, and handling phone messages left to the department.

DRAFT

GRADUATE PROGRAM OF STUDY

The program of study serves as the student's contract with the graduate school in specifying which courses and degree requirements must be completed to confer a graduate degree. The Psychology Department tracks students' programs of study in DegreeWorks, a web-based tool that tracks course registration and completion. Each program of study must be approved by the student's advisor, the department chair, and the graduate school. Students should work with their advisor and the department chair to make sure their program of study stays accurate and up-to-date.

JUMP PROGRAM

Students enrolled in the JUMP program must successfully complete the undergraduate general education requirements in addition to the following courses:

	thesis option	non-thesis option, I/O specialization
BS Core Courses	PY101, PY300, PY304, PY303, PY306, PY498	PY101, PY300, PY304, PY303, PY306, PY498
Group A Core Courses	6 hours from: PY316, PY414, PY436, PY480	6 hours from: PY316, PY414, PY436, PY480
Group B Core Courses	6 hours from: PY301, PY375, PY415, PY435	6 hours from: PY301, PY375, PY415, PY435
Cross-Listed Electives	12 hours of any PY 400/500 cross-listed courses	3 hours of PY 400/500 cross-listed courses PY403/503 PY408/508 MGT460/560
Core Courses	PY607 PY610 PY611	PY607 PY610 PY611 PY502 PY530
Capstone	3 hours of PY641 6 hours of PY699	3 hours of PY 650 3 hours of PY 675
Total Credits	48 credit hours	48 credit hours

Note. Students interested in pursuing the non-thesis option without an I/O concentration may only do so with the approval of their faculty advisor; courses cannot double-count towards multiple requirements.

Changes to the Program of Study. If a change is made to the initial JUMP application, a JUMP change form must be submitted for approval to the student's JUMP Launch and Landing Advisors. This change must be accurately reflected in DegreeWorks.

Student Status. JUMP students may complete their program full or part time. Undergraduate students are considered full time if they take 12 or more credit hours a semester. Graduate students are considered full time if they take 9 credit hours a semester. Regardless of status, all students must adhere to the Graduate School time limit for degree completion.

Time Limit. All coursework must be completed within six years of taking the first JUMP course. Students who do not complete their coursework within the defined period or who do not meet any other pre-specified JUMP admissions criteria will have to apply to the graduate program through the normal admissions process. The JUMP graduate courses taken as an undergraduate will not count towards the graduate degree under these circumstances.

Program Benchmarks. The UAH JUMP program is a five-year degree. To stay on-track, JUMP students are required to reach the following benchmarks, in addition to meeting the other requirements of the program:

Year	Semester	thesis option	non-thesis option
1	Fall	<ul style="list-style-type: none"> take relevant undergraduate courses 	<ul style="list-style-type: none"> take relevant undergraduate courses
	Spring	<ul style="list-style-type: none"> take relevant undergraduate courses 	<ul style="list-style-type: none"> take relevant undergraduate courses
2	Fall	<ul style="list-style-type: none"> take relevant undergraduate courses 	<ul style="list-style-type: none"> take relevant undergraduate courses
	Spring	<ul style="list-style-type: none"> take relevant undergraduate courses 	<ul style="list-style-type: none"> take relevant undergraduate courses
3	Fall	<ul style="list-style-type: none"> take relevant undergraduate courses identify faculty sponsor 	<ul style="list-style-type: none"> take relevant undergraduate courses identify faculty sponsor
	Spring	<ul style="list-style-type: none"> take relevant undergraduate courses confirm plan with JUMP launch and landing advisors 	<ul style="list-style-type: none"> take relevant undergraduate courses confirm plan with JUMP launch and landing advisors
4	Fall	<ul style="list-style-type: none"> take relevant undergraduate courses take cross-listed courses 	<ul style="list-style-type: none"> take relevant undergraduate courses take cross-listed courses
	Spring	<ul style="list-style-type: none"> take cross-listed courses and concentrated readings (PY 641) submit thesis IRB pass thesis proposal before committee submit application to graduate with bachelor's degree contact Graduate Admissions regarding paperwork for JUMP master's program application 	<ul style="list-style-type: none"> take cross-listed courses submit application to graduate with bachelor's degree contact Graduate Admissions regarding paperwork for JUMP master's program application
5	Fall	<ul style="list-style-type: none"> take graduate courses and thesis hours (PY 699) meet with advisor to confirm DegreeWorks program of study 	<ul style="list-style-type: none"> take graduate courses
	Spring	<ul style="list-style-type: none"> take graduate courses and thesis hours (PY 699) defend thesis before committee apply to graduate with master's degree 	<ul style="list-style-type: none"> take graduate courses, internship (PY 675), and research hours (PY 650) take comprehensive exam apply to graduate with master's degree

Note. benchmark chart assumes student is admitted during the Fall semester, does not receive any transfer credits for specific classes, and maintains full time status for the duration of their graduate career.

Graduation Requirements. To be eligible for graduation, students must hold a 3.5 GPA or higher in all undergraduate coursework, a 3.0 GPA or higher in all graduate coursework, complete all

requisite coursework, and have an accurate Program of Study on file with the Graduate School. Additionally, thesis students must adhere to all Graduate School deadlines and be enrolled in thesis hours (PY 699) during the semester they intend to graduate.

MASTER'S PROGRAM

Students enrolled in the master's program must complete the following courses with a 3.0 GPA or higher:

	MS in Psychology	MS in Psychology, with I/O Concentration	
	thesis option	thesis option	non-thesis option
Core Courses	PY607 PY610 PY611	PY607 PY610 PY611 PY502 PY530	PY607 PY610 PY611 PY502 PY530
Electives	12 hours of any PY 500-700 courses	6 hours from: PY503, PY508, PY650, PY675, MGT560, MGT600, MGT629, MGT631, ISE790	9 hours from: PY503, PY508, MGT560, MGT600, MGT629, MGT631, ISE790
Capstone	3 hours of PY641 6 hours of PY699	3 hours of PY641 6 hours of PY699	6 hours of PY 650 3 hours of PY 675
Total Credits	30 credit hours	30 credit hours	33 credit hours

Note. Students interested in pursuing the non-thesis without an I/O concentration may only do so with the approval of their faculty advisor; courses cannot double-count towards multiple requirements.

Changes to the Program of Study. Students should work with their advisor to ensure that changes are made appropriately in DegreeWorks.

Student Status. Master's students may complete their program full (nine credits per semester) or part (fewer than nine credits per semester) time. Students who intend to pursue a thesis must register for PY 699 each semester they work on the thesis. Regardless of status, all students must adhere to the Graduate School time limit for degree completion.

Time Limit. All requirements toward the master's degree, including transfer credit, must have been earned within ten years (30 consecutive semesters) of degree completion.

Program Benchmarks. The UAH master's program is a two-year degree. To stay on-track, master's students are required to reach the following benchmarks, in addition to meeting the other requirements of the program:

Year	Semester	thesis option	non-thesis option
1	Fall	<ul style="list-style-type: none"> take relevant courses complete IRB training 	<ul style="list-style-type: none"> take relevant courses complete IRB training
	Spring	<ul style="list-style-type: none"> take relevant courses and concentrated readings (PY 641) submit thesis IRB draft thesis document meet with advisor to confirm DegreeWorks program of study 	<ul style="list-style-type: none"> take relevant courses meet with advisor to confirm DegreeWorks program of study

2	Fall	<ul style="list-style-type: none"> take relevant courses pass thesis proposal before committee 	<ul style="list-style-type: none"> take relevant courses
	Spring	<ul style="list-style-type: none"> take relevant courses and thesis hours (PY 699) defend thesis before committee apply to graduate with master's degree 	<ul style="list-style-type: none"> take relevant courses, internship hours (PY 675), and research hours (PY 650) take comprehensive exam apply to graduate with master's degree

Note. benchmark chart assumes student is admitted during the Fall semester, does not receive any transfer credits for specific classes, and maintains full time status for the duration of their graduate career.

Transfer Credits. At the start of their first semester in the program, students may transfer masters-level coursework towards the MS degree. Students who hold a master's degree in a different field may transfer up to 6 hours of eligible credits, with departmental approval. Students who do not hold a master's degree may transfer up to 12 hours of master's-level credits. To be eligible for transfer, the courses must have been taken within 10 years of a student's UAH graduation date and the student must have earned a grade of B or better in each course. Additionally, each course's content must overlap sufficiently with a UAH course, as determined by a syllabus review conducted by the most recent instructor of record. Students should work with their advisor to ensure that credits are transferred appropriately, a process that involves placing an official transcript from the transferring school on file with Graduate Admissions and documenting the transfer credit in DegreeWorks. Transfer credits are not official until validated by Graduate Admissions.

Master's Thesis. To receive a master's degree by completing a thesis, a graduate student must perform satisfactorily on the master's thesis defense. This final examination is prepared by a three-person committee selected in consultation with the faculty advisor. Additional details on this process are provided in a later section of the document.

Non-Thesis Comprehensive Exam. To receive a master's degree without completing a research thesis, a graduate student must pass a final comprehensive exam. The comprehensive exam consists of four written sections and an oral examination. The exam covers four content areas (research methods, statistics, and two concentration areas) and is prepared by a committee consisting of the student's advisor and the faculty members who taught the student's PY 610 and PY 611 courses. The oral examination involves the student's defense of their written work and must be scheduled no more than two weeks after the completion of the last part of the written exam. Students must have GPA of 3.0 or greater to schedule a comprehensive exam defense. Additional details about this exam are provided in a later section of the handbook.

Graduation Requirements. To be eligible for graduation, students must hold a 3.0 GPA or higher, complete all requisite coursework, and have an accurate Program of Study on file with the Graduate School. Additionally, thesis students must adhere to all Graduate School deadlines and be enrolled in thesis hours (PY 699) during the semester they intend to graduate. Students must also submit an Application for Graduate Degree and pay associated fees to the Registrar's Office by the deadlines posted on the Graduate School's website.

DOCTORAL PROGRAM

Human Factors Concentration. Students entering the doctoral program with a concentration in Human Factors Psychology must complete the following courses:

	pre-master's level	post-master's level, non-PY degree	post-master's level, PY degree
Master's-level Courses	PY502 PY503 PY607 PY610 PY611	PY607 PY610 PY611 PY719	30 credits of master's degree transfer credit
Master's-level Electives	6 hours of any PY 500-700 courses	18 hours of any PY 500-700 courses	
Master's Capstone	3 hours of PY641 6 hours of PY699	if thesis is non-transferrable, student may count PY641 and PY699 towards electives	if thesis is non-transferrable, student may count PY641 and PY699 towards electives
Core Courses	12 hours from: PY701, PY702, PY703, PY704, PY705, PY706, or any elective	12 hours from: PY701, PY702, PY703, PY704, PY705, PY706, or any elective	12 hours from: PY701, PY702, PY703, PY704, PY705, PY706, or any elective
Electives	3 hours from: PY530, PY675, PY707, PY708, PY709, PY710, PY711, PY712	3 hours from: PY530, PY675, PY707, PY708, PY709, PY710, PY711, PY712	3 hours from: PY530, PY675, PY707, PY708, PY709, PY710, PY711, PY712
Quantitative Minor Core	PY713 PY714	PY713 PY714	PY713 PY714
Quantitative Minor Elective	3 hours from: PY530, PY710, PY711, PY715, PY718	3 hours from: PY530, PY710, PY711, PY715, PY718	3 hours from: PY530, PY710, PY711, PY715, PY718
Capstone	18 hours of PY799	18 hours of PY799	18 hours of PY799
Total Credits	72 credit hours	72 credit hours	72 credit hours

Psychology Law Concentration. Students entering the Doctoral Program with a Concentration in **Psychology Law** must complete the following courses:

	pre-master's level	post-master's level, non-PY degree	post-master's level, PY degree
Master's-level Courses	PY534 PY607 PY610 PY611	PY607 PY610 PY611 PY719	30 credits of master's degree transfer credit
Master's-level Electives	9 hours of any PY 500-700 courses	18 hours of any PY 500-700 courses	
Master's Capstone	3 hours of PY641 6 hours of PY699	if thesis is non-transferrable, student may count PY641 and PY699 towards electives	if thesis is non-transferrable, student may count PY641 and PY699 towards electives
Core Courses	12 hours from: PY725, PY730, PY735, PY740, PY775, PY780	12 hours from: PY725, PY730, PY735, PY740, PY775, PY780	12 hours from: PY725, PY730, PY735, PY740, PY775, PY780

Electives	3 hours from: PY505, PY530, PY537, PY675, PY712, PY745, PY750	3 hours from: PY505, PY530, PY537, PY675, PY712, PY745, PY750	3 hours from: PY505, PY530, PY537, PY675, PY712, PY745, PY750
Quantitative Minor Core	PY713 PY714	PY713 PY714	PY713 PY714
Quantitative Minor Elective	3 hours from: PY530, PY710, PY711, PY715, PY718	3 hours from: PY530, PY710, PY711, PY715, PY718	3 hours from: PY530, PY710, PY711, PY715, PY718
Capstone	18 hours of PY799	18 hours of PY799	18 hours of PY799
Total Credits	72 credit hours	72 credit hours	72 credit hours

Note: Courses cannot double-count towards multiple requirements.

Changes to the Program of Study. Students should work with their advisor to ensure that changes are made appropriately in DegreeWorks.

Student Status. Doctoral students may complete their program full (nine credits per semester) or part (fewer than nine credits per semester) time. All students who have completed the minimum coursework requirements for the doctoral degree they are pursuing (excluding dissertation hours) must register for a minimum of three semester hours of PY 799 each Fall and Spring semester until all degree requirements are complete. Students who fail to register for classes for more than two consecutive semesters will be dismissed from the program and will have to reapply for admission before registering for future terms. Regardless of status, all students must either (1) be enrolled as a full-time student (at least nine graduate semester hours) for one continuous academic year or for Spring and Fall semesters in the same calendar year or (2) be enrolled in at least six hours of graduate course work in at least three of four consecutive semesters. Regardless of status, all students must adhere to the Graduate School time limit for degree completion.

Time Limit. All requirements toward the doctoral degree, excluding transfer credit, must have been earned within ten years (30 consecutive semesters) of degree completion. All requirements must be completed no more than five years (or 15 consecutive semesters) after the student has passed the qualifying examination.

Program Benchmarks. The UAH doctoral program is a three-to-five year degree, depending on whether students enter with a master's degree or not. To stay on-track, students are required to reach the following benchmarks, in addition to meeting the other requirements of the program:

Year	Semester	pre-master's level	post-master's level, non-PY degree	post-master's level, PY degree
1	Fall	<ul style="list-style-type: none"> complete IRB training take relevant courses 	<ul style="list-style-type: none"> complete IRB training take relevant courses 	<ul style="list-style-type: none"> complete IRB training take relevant courses
	Spring	<ul style="list-style-type: none"> take relevant courses and concentrated readings (PY 641) submit thesis IRB meet with advisor to confirm DegreeWorks program of study 	<ul style="list-style-type: none"> take relevant courses meet with advisor to confirm DegreeWorks program of study 	<ul style="list-style-type: none"> take relevant courses take qualifying exam meet with advisor to confirm DegreeWorks program of study
2	Fall	<ul style="list-style-type: none"> take relevant courses and thesis hours (PY 699) pass thesis proposal before committee 	<ul style="list-style-type: none"> take relevant courses and concentrated readings (PY 641) submit research project IRB 	<ul style="list-style-type: none"> take relevant courses and dissertation hours (PY 799) submit dissertation IRB pass dissertation proposal before committee
	Spring	<ul style="list-style-type: none"> take relevant courses and thesis hours (PY 699) defend thesis before committee apply to graduate with master's degree 	<ul style="list-style-type: none"> take relevant courses and research hours (PY 650) complete research project and receive approval from advisor take qualifying exam meet with advisor to confirm DegreeWorks program of study 	<ul style="list-style-type: none"> take relevant courses and dissertation hours (PY 799)
3	Fall	<ul style="list-style-type: none"> take relevant courses 	<ul style="list-style-type: none"> take relevant courses and dissertation hours (PY 799) 	<ul style="list-style-type: none"> take relevant courses and dissertation hours (PY 799)
	Spring	<ul style="list-style-type: none"> take relevant courses take qualifying exam meet with advisor to confirm DegreeWorks program of study 	<ul style="list-style-type: none"> take relevant courses and dissertation hours (PY 799) submit dissertation IRB pass dissertation proposal before committee 	<ul style="list-style-type: none"> take dissertation hours (PY 799) defend dissertation before committee apply to graduate with doctoral degree
4	Fall	<ul style="list-style-type: none"> take relevant courses and dissertation hours (PY 799) 	<ul style="list-style-type: none"> take relevant courses and dissertation hours (PY 799) 	

		<ul style="list-style-type: none"> • submit dissertation IRB • pass dissertation proposal before committee 		
	Spring	<ul style="list-style-type: none"> • take relevant courses and dissertation hours (PY 799) 	<ul style="list-style-type: none"> • take dissertation hours (PY 799) • defend dissertation before committee • apply to graduate with doctoral degree 	
5	Fall	<ul style="list-style-type: none"> • take relevant courses and dissertation hours (PY 799) 		
	Spring	<ul style="list-style-type: none"> • take dissertation hours (PY 799) • defend dissertation before committee • apply to graduate with doctoral degree 		

Note. benchmark chart assumes student is admitted during the Fall semester, does not receive any transfer credits for specific classes, and maintains full time status for the duration of their graduate career

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Transfer Credits. At the start of their first semester in the program, post-master's level students may transfer Masters-level coursework towards the PhD degree. Students who hold a master's degree in psychology may transfer this degree in its entirety towards the master's level requirements of the PhD program, up to 30 credit hours. Students who hold a master's degree in a different field may transfer up to 6 hours of eligible credits, with departmental approval. Students who do not hold a master's degree may transfer up to 12 hours of master's-level credits towards the master's level requirements of the PhD program. To be eligible for transfer, the courses must have been taken within 10 years of a student's UAH graduation date and the student must have earned a grade of B or better in each course. Additionally, each course's content must overlap sufficiently with a UAH course, as determined by a syllabus review conducted by the most recent instructor of record. Additionally, students who do not hold a master's degree in psychology must complete (or demonstrate completion of) an empirical research project for which they are the sole or first author on the project. Students should work with their advisor to ensure that credits are transferred appropriately, a process that involves placing an official transcript from the transferring school on file with Graduate Admissions and documenting the transfer credit in DegreeWorks. Transfer credits are not official until validated by Graduate Admissions.

Qualifying Examination. Students are officially recognized as doctoral candidates and authorized to enroll in dissertation credit hours (PY 799) upon successful completion of the Qualifying Examination. Additional details on this exam are provided in a later section of the handbook.

Dissertation. To receive a doctoral degree, a graduate student must perform satisfactorily on the doctoral dissertation defense. This final examination is prepared by a five-person committee selected in consultation with the faculty advisor. Additional details on this process are provided in a later section of the handbook.

Graduation Requirements. To be eligible for graduation, students must hold a 3.0 GPA or higher, complete all requisite coursework, and have an accurate Program of Study on file with the Graduate School. Additionally, doctoral students must adhere to all Graduate School deadlines, must continuously enroll in dissertation hours (PY 799) each semester following completion of the qualifying exam, and enroll in dissertation hours the semester they intend to graduate. Students must also submit an Application for Graduate Degree and pay associated fees to the Registrar's Office by the deadlines posted on the Graduate School's website.

NON-THESIS COMPREHENSIVE EXAM

COMPREHENSIVE EXAM COMMITTEE

The primary responsibility of the comprehensive exam committee is to apply standards of academic excellence. The comprehensive exam committee is appointed by the department/program chair in consultation with the advisor and student. The comprehensive exam consists of the student's advisor and the instructors of record who taught the student's PY 610 and PY 611 classes.

WRITTEN COMPREHENSIVE EXAM

The written comprehensive exam covers four content areas: research methods, statistics, and two concentration areas. The questions on each section of the exam are written by the student's PY 610 instructor, PY 611 instructor, and advisor, respectively. The exam is administered sequentially over the course of four days, covering one content area each day. Each area of the exam is delivered to the student at 8 am. Students' responses to the exam questions are due by 5 pm that evening. Exams may be administered online or in person. The content areas may also be administered in any order. Students should coordinate with their advisor to determine the most appropriate administration structure. Students must have GPA of 3.0 or greater to schedule a comprehensive exam.

Evaluation of the Written Exam. Each section of the comprehensive exam is evaluated individually using a rubric developed by the corresponding faculty member. Students' performance is summarized according to four key competency areas (factual knowledge, research methodology, communication skills, professionalism), and students are provided a score of deficient (< 80.00%), acceptable (80.00-84.99%), proficient (85.00-89.99%), or exemplary (> 89.99%) in each area. A copy of the rubric used to assess this exam is available in Appendix 1. To successfully pass a section of the comprehensive exam, students must receive an aggregate score of 80% or higher on both the written and oral examinations. Students must pass all four sections of the exam and may take the comprehensive examination no more than twice.

ORAL EXAMINATION

An oral comprehensive examination is required of all students. This examination is a formal proceeding, normally lasting about one hour. The defense provides committee members an opportunity to ask clarifying questions about responses to the written comprehensive exam. It also serves as an additional test of student knowledge. The oral examination must be held on or before the published deadline for the semester of graduation. Additionally, a Notification of Oral Examination/Defense form must be filed with the Graduate School at least two weeks prior to the defense date.

While the form of the oral examination will vary from committee to committee, the examination will always consist of a closed session:

- Closed Session
 - The oral examination, consisting of questions from committee members.
 - Committee deliberations and voting, including requested changes to the manuscript, conducted without the student present
 - Announcement of pass/conditional pass/fail

Notification of Comprehensive Exam Defense. Notification of the examination date must be submitted to the Graduate School at least two weeks in advance of the oral examination. The

examination must be given and the results reported according to the dates published on the Graduate School website.

Evaluation of the Oral Defense. Each section of the oral defense is also evaluated individually using a rubric developed by the corresponding faculty member and summarized according to the same key competency areas (factual knowledge, research methodology, communication skills, professionalism; see Appendix 1). To successfully pass a section of the comprehensive exam, a student must receive an aggregate score of 80% or higher on both the written and oral examinations. Students may request to see the rubric and their scores following the oral examination.

Pass/Conditional Pass. Students who receive a grade of B (80%) or greater on all sections of the comprehensive exam will pass (no changes) or conditionally pass (changes requested) the defense. A pass or conditional pass requires a favorable (no more than one dissenting) vote of the examining committee. If changes are requested, they must be completed and approved by the comprehensive exam committee in accordance with the Graduate School deadlines. If such revisions are more minor than substantive in nature, committees will often defer to the committee chair to verify that they are completed.

Fail. Students whose comprehensive examinations do not meet the rigor of the department will fail the defense, as noted by unfavorable votes from two or more members of the examining committee. If a student fails, they may attempt the examination again; however, a student cannot take the comprehensive exam more than twice. Students should time their re-examination to ensure that they will (1) pass, and (2) complete all degree requirements are completed within 10 years. For example, a student may defer re-examination to audit a core course, revise the dissertation, or prepare sufficiently for the oral exam.

Report of Comprehensive Exam. Following the comprehensive examination defense, the supervisory committee shall submit a signed report to the Graduate School within two days.

MASTER'S THESIS

THESIS COMMITTEE

The primary responsibility of the thesis supervisory committee, and particularly the chair, is to apply standards of academic excellence. The thesis supervisory committee is appointed by the department/program chair in consultation with the advisor and student and is approved by the Graduate Dean. The thesis supervisory committee consists of at least three members: the student's advisor, a member of the Psychology department graduate faculty, and third member of the graduate faculty who may sit within or outside the department. This third member of the committee may sit outside the university (e.g., other universities, private sector companies), provided they are a terminal degree holder (or have obtained a commensurate level of professional experience) and are approved by the Graduate Council.

THESIS PROPOSAL

The primary goal of the proposal meeting is for students to obtain advice and suggestions from the committee members on how to improve and strengthen their proposed research. All matters pertaining to the final design and plan of the thesis must be reviewed by the committee prior to approval.

A written proposal, approved by the student's advisor, will be provided to committee members at least two weeks prior to the proposal meeting. This proposal must be written in APA style and will include:

- an introduction section that thoroughly reviews the relevant theory and research related to the topic, leading to hypotheses and/or research questions;
- a detailed method section including questionnaires, instruments, etc., to be administered;
- a proposed analysis section that describes how the data will be analyzed; and
- a complete reference list.

The research proposed in this document must be sufficiently rigorous to justify conferral of the degree. Rigor is defined in collaboration with the thesis committee and is dependent upon the student's topic and research methodology. Some examples of sufficient rigor are:

- one experimental research study involving undergraduate students
- a pilot test of a new experimental preparation and one experimental research study
- two survey-based research studies conducted with a public sample

Regardless of structure and quantity, the thesis should contain a strong literature review, be publication-ready, and be worthy of appearing in a field-specific peer-reviewed journal. Students are encouraged to collaborate with their advisor to ensure that their research study meets the criteria for sufficient rigor, while considering available laboratory resources.

If changes occur in research conditions that in the judgment of the committee chair necessitate significant revisions in the research as approved, committee members should be notified as soon as possible for students to obtain advice on how to best proceed with the project, pending the approval of any such changes. In the absence of any such approved revisions following the committee's approval of the proposal, students are expected to adhere to the procedures and conditions specified in the proposal in conducting the research and in analyzing and reporting its findings.

THESIS MANUSCRIPT

A final draft of the thesis manuscript, approved by the student's advisor, will be provided to committee members at least two weeks prior to the oral defense. This thesis must follow the APA's Quantitative Design Reporting Standards (JARS-Quant) and comply with the regulations and formatting set forth in the Graduate School's Thesis, Dissertation, and DNP Project Manual.

Manuscript Revisions. Thesis supervisory committees frequently provide suggestions at the thesis defense for further manuscript changes. These changes must be completed and approved by the thesis committee in accordance with the Graduate School deadlines. If such revisions are more minor than substantive in nature, committees will often defer to the committee chair to verify that they are completed.

Final Submission. A completed copy of the thesis must be submitted to the major department according to the dates set by the Graduate School. After the student has passed their thesis defense and had any manuscript revisions approved by the committee, this final copy of the thesis must be submitted to the Graduate School for final copyediting and approval by the Graduate Dean.

Thesis Signature Form. The thesis signature form with supervisory committee, Department/Program Chair, and College Dean signatures must be submitted to the Graduate

School by the deadline posted on the website. After the signature form is received, the Graduate School will contact the student with directions for creating an account in ProQuest. The student will upload the final thesis document to ProQuest by the Graduate School deadline, and then the student will work with the UAH copyeditor to finalize the manuscript. All copyedits must be finished by noon on the last day of final exams, prior to the published graduation date, or the student will not graduate in that semester.

Late Submission. Students who miss the published dissertation/DNP project deadlines but submit all required documents to the Graduate School by the end of the current semester will not graduate in the current semester; instead, they will fall under the dissertation/DNP project deadlines of the subsequent semester. These students may request approval from the Graduate Dean to register for a zero-credit hour course the subsequent semester by completing the appropriate Quali form. All copyediting in ProQuest must be completed by noon on the last day of final exams prior to the published graduation date in the semester during which the student plans to graduate. Students may only take the zero-credit-hour option once.

ORAL DEFENSE

An oral thesis defense is required of all students. This defense is a formal proceeding, normally lasting about two hours. The defense consists of an oral presentation of the research, open to the public, followed by committee questions, limited to the student and the committee. The defense must be held on or before the published deadline for the semester of graduation. Additionally, a Notification of Oral Examination/Defense form must be filed with the Graduate School at least two weeks prior to the defense date. Students must have GPA of 3.0 or greater to schedule a thesis defense.

While the form of the defense will vary from committee to committee, each defense will include both open and closed sessions:

- Open Session
 - presentation of the thesis research, similar to a professional meeting presentation.
 - questions from non-committee members in attendance.
- Closed Session
 - The oral defense, consisting of questions from committee members.
 - Committee deliberations and voting, including requested changes to the manuscript, conducted without the student present
 - Announcement of pass/conditional pass/fail

Notification of Thesis Defense/Final Examination. Notification of the examination date must be submitted to the Graduate School at least two weeks in advance of the examination. The examination must be given according to the dates published on the Graduate School website, and the results reported within two working days to the Graduate Dean before the end of the semester in which degree requirements are expected to be completed. The Graduate Dean may appoint an additional member of the graduate faculty to act as an observer for each thesis defense.

Evaluation of the Oral Defense. The thesis manuscript and oral defense will be evaluated in accordance with the thesis/dissertation manuscript and oral defense rubric. A copy of this rubric can be found in Appendix 1.

Pass/Conditional Pass. Students whose thesis manuscript and oral examination meet the rigor of the department will pass (no changes) or conditionally pass (changes requested) the thesis defense. A pass or conditional pass requires a favorable (no more than one dissenting) vote of the examining committee. If changes are requested, they must be completed and approved by the thesis committee in accordance with the Graduate School deadlines. If such revisions are more minor than substantive in nature, committees will often defer to the committee chair to verify that they are completed.

Fail. Students whose thesis manuscript and/or oral examination do not meet the rigor of the department will fail the thesis defense, as noted by unfavorable votes from two or more members of the examining committee. If a student fails, they may attempt the examination again; however, a student cannot take the final examination more than twice. Students should time their re-examination to ensure that they will (1) pass, and (2) complete all degree requirements are completed within 10 years. For example, a student may defer re-examination to audit a core course, revise the dissertation, or prepare sufficiently for the oral exam.

Report of Thesis Defense/Final Exam. Following the thesis defense/final exam, the supervisory committee shall submit a signed report to the Graduate School within two days.

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PHD QUALIFYING EXAMINATION

The qualifying examination is a demonstration of a student's suitability for doctoral candidacy and must be administered by the supervisory committee within one year of the date the student completes the associated master's coursework. This exam serves two purposes. First, successful completion of the qualifying exam demonstrates that a candidate has broad knowledge of the field of Experimental Psychology, while also possessing a depth of knowledge commensurate with what is expected for a doctoral candidate. Second, successful completion of the exam demonstrates that a candidate can apply this knowledge to specific problems and circumstances that will be required by the degree. The qualifying examination consists of three components: a multiple-choice exam, a 10-page manuscript, and an oral defense.

QUALIFYING EXAM COMMITTEE

The primary responsibility of the comprehensive exam committee is to apply standards of academic excellence. The qualifying exam committee is appointed by the department/program chair in consultation with the advisor and student. The composition of the qualifying exam committee is identical to the master's thesis committee, consisting of at least three members: the student's advisor, a member of the Psychology department graduate faculty, and third member of the graduate faculty who may sit within or outside the department. This third member of the committee may sit outside the university (e.g., other universities, private sector companies), provided they are a terminal degree holder (or have obtained a commensurate level of professional experience) and are approved by the Graduate Council.

MULTIPLE-CHOICE EXAM

The multiple-choice exam covers two content areas: research methods and statistics. The questions on each section of the exam are written by recent PY 610 and PY 611 faculty, respectively. The exam is administered in a single, 2.5-hour sitting and is administered once a semester. The date for the statistics/methods exam will be set by the faculty no later than the first day of classes for the semester in which the exam is to be given.

Evaluation of the Multiple-Choice Exam. The multiple-choice exam is administered in accordance with a key held by the Graduate Coordinator of the department. A student must score an 80% or higher to pass the exam. Students who fail the exam may retake it the following semester, allowing sufficient time to study and prepare.

WRITTEN MANUSCRIPT

There are two options for the written manuscript component of the qualifying exam: a review paper, and an NSF-style grant proposal. Each of these two options will be guided by a prompt given to the student at 8 am on the date scheduled with their committee. The manuscript must be at least 10 pages (single spaced, 12 pt font or smaller, and not to include references/tables/figures/title page), formatted in accordance with the most recent APA guidelines. No outside help will be permitted, and no part of the manuscript may be a reproduction of any other previous or ongoing manuscript. The manuscript is due to the committee at 8 am, seven days after receiving the prompt.

Option 1: Review Paper. In this option, graduate students will write a review paper that summarizes and synthesizes existing research on a specific topic and makes significant theoretical contributions to the field. The paper should provide a comprehensive overview of the topic, including the key theories, concepts, and debates, and should present the research findings in a clear and concise manner. The paper should also include original insights and ideas, such as new

theoretical frameworks, hypotheses, or implications for future research. To be considered exceptional, the paper should be well-written, with clear and concise prose, and should be free of grammatical or spelling errors. The paper should also be well-researched, with a thorough and balanced review of the existing literature and should make significant theoretical contributions to the field.

Option 2: NSF Style Grant Proposal. In this option, graduate students will write a grant proposal in the style of the National Science Foundation (NSF). The proposal should describe a research project and its potential impact, as well as the methods, budget, and timeline for completing the project. The proposal should be well-written and clearly communicate the significance and potential impact of the research. The proposal should include a compelling research question or hypothesis, and should provide a rationale for why the research is important and how it will contribute to the field. The proposal should also include a detailed description of the research methods, including the research design, data collection and analysis, and potential challenges and limitations. The proposal should also include a budget and timeline for completing the project, and should be well-organized, with clear sections and headings that guide the reader through the material. To be considered exceptional, the proposal should be well-written, with clear and concise prose, and should be free of grammatical or spelling errors. The proposal should also be well-researched, with a thorough and balanced review of the existing literature, and should be well-structured, with a clear and compelling argument for why the research is important and deserving of funding.

Manuscript Prompt. The prompt for the manuscript component will be determined by the advisor and emailed to the dissertation advisory committee two weeks prior to the student's planned time to take this section of the qualifying exam. Committee members have two weeks to make any recommendations or adjustments to the prompt that they feel are appropriate. If there are disagreements, a meeting can be called among the committee members. Differences that cannot be resolved may be mediated by the Chair of the department, provided that the Chair is not serving on the student's dissertation committee. If the Chair is on the committee, the most senior member of the department (as determined by academic rank and years at that rank) will serve as the mediator.

Evaluation of the Written Manuscript. The written manuscript is evaluated using a standardized rubric that assesses performance in four key competency areas (actual knowledge, research methodology, communication skills, professionalism; see Appendix 2). The committee will have two weeks to review the manuscript and determine if the student passed the manuscript component of the exam. The student will be notified by his/her advisor of having passed or failed the manuscript component by the two-week deadline. If the student fails the manuscript section of the comprehensive exam, they must cancel the oral exam, and retake the manuscript component the following semester. A student will be considered to have failed the manuscript component if any of the below are true:

- The student does not adhere to the requirements described herein.
- The student receives two or more "Poor" ratings by any committee member on the appropriate assessment rubric (see Appendix 2), regardless of the other ratings given by the other committee members or by that specific committee member on the other metrics on the rubric. For clarification, every committee member could give a single "Poor" rating, and the student still will have passed provided that none of the other criteria here are true.

- The student receives one or more “Unacceptable” rating by any committee member on the rubric attached, regardless of the other ratings given by the other committee members or by that specific committee member on the other metrics on the rubric.

Provided that none of the above are true, the student will be given a “Pass” on this component of the qualifying exam.

ORAL EXAM

The oral examination is designed for committee members to ask follow-up questions which stem from the student’s manuscript, while also providing an opportunity to assess a student’s knowledge of content outside the scope of the manuscript prompt. The oral exam normally lasts about two hours and must be scheduled to occur 14-21 days after the written manuscript is submitted. This timeline ensures that the qualifying exam can be completed in a timely fashion.

While the form of the oral examination will vary from committee to committee, the examination will always consist of a closed session:

- Closed Session
 - The oral examination, consisting of questions from committee members.
 - Committee deliberations and voting, including requested changes to the manuscript, conducted without the student present
 - Announcement of pass/fail

Evaluation of the Oral Exam.

The oral exam is evaluated using a standardized rubric that assesses performance in four key competency areas (actual knowledge, research methodology, communication skills, professionalism; see Appendix 2). A student will be considered to have failed the oral examination if any of the below are true:

- The student receives two or more “Poor” ratings by any committee member on the rubric attached, regardless of the other ratings given by the other committee members or by that specific committee member on the other metrics on the rubric. For clarification, every committee member could give a single “Poor” rating, and the student still will have passed provided that none of the other criteria here are true.
- The student receives one or more “Unacceptable” ratings by any committee member on the rubric attached, regardless of the other ratings given by the other committee members or by that specific committee member on the other metrics on the rubric.

Provided that none of the above are true, the student will be given a “Pass” on this component. If a student fails the oral exam, he/she will be required to retake the exam within one month of his/her first attempt.

Report of PhD Preliminary Examination. Following the qualifying oral examination, the examination committee shall submit a signed report to the Graduate School within two days.

DOCTORAL DISSERTATION

DISSERTATION COMMITTEE

The primary responsibility of the dissertation supervisory committee, and particularly the chair, is to apply standards of academic excellence. The dissertation supervisory committee is appointed by the department/program chair in consultation with the advisor and student and is approved by the Graduate Dean. The dissertation supervisory committee consists of at least five members: the student's advisor, two members of the Psychology department graduate faculty, and two additional members of the graduate faculty who may sit within or outside the department. These additional members of the committee may sit outside the University (e.g., other Universities, private sector companies), provided they are terminal degree holders (or have obtained a commensurate level of professional experience) and are approved by the Graduate Council.

DISSERTATION PROPOSAL

The primary goal of the proposal meeting is for students to obtain advice and suggestions from the committee members on how to improve and strengthen the proposed research. The structure and format of the dissertation proposal is identical to the thesis proposal, but with a higher level of rigor. Rigor is defined in collaboration with the dissertation committee and is dependent upon the student's topic and research methodology. Some examples of sufficient rigor are:

- a multi-year longitudinal research study involving a specialized population (e.g., older adults)
- three experimental research studies involving undergraduate students
- a pilot test of a new experimental preparation and two experimental research studies
- three to four survey-based research studies conducted with a public sample

Regardless of structure and quantity, the dissertation should contain an exhaustive literature review, be publication-ready, and be worthy of appearing in a field-specific peer-reviewed journal. Students are encouraged to collaborate with their advisor to ensure that their research study meets the criteria for sufficient rigor, while considering available laboratory resources.

If changes occur in research conditions that in the judgment of the committee chair necessitate significant revisions in the research as approved, committee members should be notified as soon as possible for students to obtain advice on how to best proceed with the project, pending the approval of any such changes. In the absence of any such approved revisions following the committee's approval of the proposal, students are expected to adhere to the procedures and conditions specified in the proposal in conducting the research and in analyzing and reporting its findings.

DISSERTATION MANUSCRIPT

A final draft of the dissertation manuscript, approved by the student's advisor, will be provided to committee members at least two weeks prior to the oral defense. This dissertation document must follow the APA's Quantitative Design Reporting Standards (JARS-Quant) and comply with the regulations and formatting guidelines set forth in the Graduate School's Thesis, Dissertation, and DNP Project Manual.

Manuscript Revisions. Dissertation supervisory committees frequently provide suggestions at the dissertation defense for further manuscript changes. These changes must be completed and approved by the dissertation committee in accordance with the Graduate School deadlines. If

such revisions are more minor than substantive in nature, committees will often defer to the committee chair to verify that they are completed.

Final Submission. A completed copy of the dissertation must be submitted to the major department according to the dates set by the Graduate School. After the student has passed their dissertation defense and had any manuscript revisions approved by the committee, this final copy of the dissertation must be submitted to the Graduate School for final copyediting and approval by the Graduate Dean.

Dissertation Signature Form. The dissertation signature form with supervisory committee, Department/Program Chair, and College Dean signatures must be submitted to the Graduate School by the deadline posted on the website. After the signature form is received, the Graduate School will contact the student with directions for creating an account in ProQuest. The student will upload the final dissertation draft to ProQuest by the Graduate School deadline, and then the student will work with the UAH copyeditor to finalize the manuscript. All copyedits must be finished by noon on the last day of final exams, prior to the published graduation date, or the student will not graduate in that semester.

Late Submission. Students who miss the published dissertation/DNP project deadlines but submit all required documents to the Graduate School by the end of the current semester will not graduate in the current semester; instead, they will fall under the dissertation/DNP project deadlines of the subsequent semester. These students may request approval from the Graduate Dean to register for a zero-credit hour course the subsequent semester by completing the appropriate Quali form. All copyediting in ProQuest must be completed by noon on the last day of final exams prior to the published graduation date in the semester during which the student plans to graduate. Students may only take the zero-credit-hour option once.

ORAL DEFENSE

An oral dissertation defense is required of all students. This defense is a formal proceeding, normally lasting about two hours. The defense consists of an oral presentation of the research, open to the public, followed by committee questions, limited to the student and the committee. The defense must be held on or before the published deadline for the semester of graduation. Additionally, a Notification of Oral Examination/Defense form must be filed with the Graduate School according to this schedule. Students must have GPA of 3.0 or greater to schedule their dissertation defense.

While the form of the defense will vary from committee to committee, each defense will include both open and closed sessions:

- Open Session
 - presentation of the thesis research, similar to a professional meeting presentation.
 - questions from non-committee members in attendance.
- Closed Session
 - The oral defense, consisting of questions from committee members.
 - Committee deliberations and voting, including requested changes to the manuscript, conducted without the student present
 - Announcement of pass/conditional pass/fail

Notification of Dissertation Defense/Final Examination. Notification of the examination date must be submitted to the Graduate School at least two weeks in advance of the examination. The

examination must be given according to the dates published on the Graduate School website, and the results reported within two working days to the Graduate Dean before the end of the semester in which degree requirements are expected to be completed. The Graduate Dean may appoint an additional member of the graduate faculty to act as an observer for each thesis defense.

Evaluation of the Oral Defense. The dissertation manuscript and oral defense will be evaluated in accordance with the thesis/dissertation manuscript and oral defense rubric. A copy of this rubric can be found in Appendix 1.

Pass/Conditional Pass. Students whose thesis manuscript and oral examination meet the rigor of the department will pass (no changes) or conditionally pass (changes requested) the dissertation defense. A pass or conditional pass requires a favorable (no more than one dissenting) vote of the examining committee. If changes are requested, they must be completed and approved by the dissertation committee in accordance with the Graduate School deadlines. If such revisions are more minor than substantive in nature, committees will often defer to the committee chair to verify that they are completed.

Fail. Students whose dissertation manuscript and/or oral examination do not meet the rigor of the department will fail the dissertation defense, as noted by unfavorable votes from two or more members of the examining committee. If a student fails, they may attempt the examination again; however, a student cannot take the final examination more than twice. Students should time their re-examination to ensure that they will (1) pass, and (2) complete all degree requirements are completed within 10 years. For example, a student may defer re-examination to audit a core course, revise the dissertation, or prepare sufficiently for the oral exam.

Report of Dissertation Defense/Final Exam. Following the dissertation defense/final exam, the supervisory committee shall submit a signed report to the Graduate School within two days.

ACADEMIC AND PROFESSIONAL PERFORMANCE

All students must adhere to the Code of Student Conduct provided by the Office of Student Ethics and Education. Additionally, graduate students are expected to adhere to the following professional guidelines:

ANNUAL REVIEW OF GRADUATE STUDENTS

An annual review of graduate students at the departmental level helps students progress through the program by allowing clarification of expectations for academic performance, identification of opportunities for improvement, and timely diagnosis of deficiencies. In addition, the Graduate School requires that a graduate student be making satisfactory academic progress to hold an assistantship.

At the end of each semester, faculty evaluate the graduate students enrolled in their classes, as well as those they oversee in a supervisory role (GRAs, GTAs). Students are evaluated along five dimensions:

Professionalism: consistent and on-time attendance to classes, meetings, and departmental functions; participation; collegiality; reliability; etc.

Research: mastery of laboratory tools and protocol; progress towards program benchmarks; appropriate interpretation of research studies; etc.

Subject Matter Competence: mastery of the research or content area literature.

Academic Performance: course and assignment grades;

Teaching: course/lecture materials; equity and accuracy of grading and assessment; course management; mentorship of undergraduate students; etc.

The evaluations are provided to the student's major advisor, who compiles the information into an aggregate report. This aggregate report is provided to the student in written form and is reviewed and signed during a meeting with the student. A copy of the evaluation form is available in Appendix 3.

CV/Resume Review. To assist faculty in the annual review process, graduate students are asked to provide advisors with an updated copy of their CV and resume two weeks before the end of each semester.

Doctoral Progress. At least once per academic year, all doctoral supervisory committees are required to prepare a brief report, signed by the entire committee, summarizing the progress of the student and the expected actions to be taken during the next year. These reports are to be submitted to the department chair and the Graduate School. These reports become part of the student's file.

Expected Learning Outcomes. The department expects graduate students to demonstrate the following learning outcomes within the context of their degree program:

- Identify and explore important problems in the modern world through the application of psychological approaches by conducting original and independent research in the laboratory or the field.
- Critically evaluate and determine the validity of research performed by others.

- Develop oral and written communication skills necessary to creatively produce research and effectively communicate these research findings to both academic and lay audiences.
- Develop teaching expertise through lectures to psychology students, industry professionals, or conference presentations, depending on the career plans of the student.
- Synthesize the principles of basic and advanced statistics and research methods to independently design and conduct applied experimental psychology research.

ACADEMIC STANDING

Students must maintain an overall grade point average of at least 3.0 (B) to remain in good academic standing. Students with a cumulative GPA less than 3.0 at the end of each semester will be placed on academic probation. A student on academic probation is not a candidate for a degree and may not schedule a master's or doctoral defense.

Academic Probation. Students placed on academic probation receive 12 credit hours (not including withdrawals or incompletes) to restore their overall graduate GPA to a 3.0 or greater. These credit hours must be attempted within the next three consecutive Fall and Spring semesters, or within one year if courses are also attempted during summer. This timeline can be extended only by having an appeal approved by the Graduate Dean. This plan must clearly state the actions required to bring the cumulative GPA into good academic standing (including, if applicable, course repeats) and provide a timeline within which this will be accomplished. Providing the remediation plan to the graduate school will release the registration hold on the student's account. Failure to adhere to this remediation plan results in dismissal from the Psychology graduate program.

Academic Dismissal. Failure to remove Academic Probationary Status, as described above, shall result in dismissal from the Graduate School. A student may also be dismissed for failing attempted thesis, dissertation, or DNP credit courses. If a student receives more than one grade of "Unsatisfactory" in a 699- or a 799-level course, they will be dismissed from the graduate program. A student may also be dismissed for reasons related to student misconduct, as per the UAH Code of Student Conduct and the Academic Misconduct Policy. Graduate students who have been dismissed must wait at least two years before reapplying to any UAH graduate program.

Academic Dismissal Appeal. Students who have been academically dismissed may, with the support of their advisor and department chair or program director, file an appeal with the graduate dean to be allowed to continue in the graduate program. The student must submit a written, signed appeal indicating the reason for their poor academic performance along with a plan for raising the overall graduate GPA to at least a 3.0 within a specified timeframe. The graduate dean may stipulate additional or different conditions to the plan. The appeal must be submitted by the following deadlines for readmission: July 1 for Fall, November 15 for Spring, and April 1 for Summer.

If the appeal is approved, the student shall be readmitted on APS, with the probation duration documented as one of the readmission conditions. These conditions shall be documented in a readmission letter signed by the student's advisor, the student's major department chair or program director, and the graduate dean. The student shall indicate acceptance of these conditions by signing the readmission letter. A student failing to comply with readmission conditions will be academically dismissed.

LEAVE OF ABSENCE

Although students are encouraged to enroll in at least 3 credit hours per semester, we recognize that extenuating circumstances may occur. Should the need arise for a student to take a leave of absence from the program, they should immediately notify their advisor, who will in turn notify the graduate coordinator and department chair. Taking a leave of absence will likely affect any funding (e.g., GTA/GRA) the student is receiving and the ability to retain that funding. Any student who fails to register for classes for three consecutive semesters will become inactive in the Banner registration system. Students who become inactive must reapply for admission and be accepted to the program again before registering for classes.

PUBLICATION AUTHORSHIP

The department adheres to guidelines outlined in the APA Publication Manual concerning publications co-authored by faculty and students. When students collaborate with faculty on publications and presentations (including second-year projects and dissertations), it is expected that these guidelines will be respected.

GRIEVANCE PROCEDURES FOR GRADUATE STUDENTS

Grievance procedures are designed to provide guidance to graduate students in protesting actual or perceived circumstances in which they feel they have been wronged. Initially, students should seek to voice their grievances with the individuals involved. If the problem cannot be resolved at this level, the matter may be pursued through the appropriate administrative chain by filing a written complaint. For academic appeals, this chain is the faculty member, the department chair, the dean of the college, and the provost, in that order. For non-academic appeals, this chain is the department chair and then the appropriate vice president. All students, faculty, and staff can submit a General Complaint to the Dean of Students Office via Charger 360. Complaints are received by the staff of the Dean of Students Office and shared with the appropriate department for their review and response.

FACILITIES

GRADUATE STUDENT OFFICES

In addition to the space afforded by faculty laboratories, the Department reserves two collaborative office spaces for graduate students (MOR 026, 034). At the start of the program, graduate students wanting office space are issued a computer and receive a desk assignment, with priority given to doctoral students.

GRADUATE TEACHING ASSISTANT OFFICE

The Department Graduate Teaching Assistant Office (MOR 212) contains three workstations and seating for up to 3 people. It houses a Scantron reader and a printer. GTAs also reside in MOR 037 and MOR 038, with two workstations in each office.

RESEARCH LABORATORIES

(<https://www.uah.edu/ahs/departments/psychology/research/research-labs>)

Lifelong Learning Laboratory. The Lifelong Learning Laboratory, directed by Dr. Jodi Price, investigates issues that influence learning across the lifespan, such as memory, beliefs about memory, metacognition, and strategy use. The laboratory contains space for testing up to six participants in one room and four participants in a second room. The lab is equipped with computer and audio-visual equipment, EEG equipment, as well as space to securely store and analyze data.

Social Psychology and Assessment of Criminal Evaluations Laboratory. The Social Psychology and Assessment of Criminal Evaluations (SPACE) Laboratory, directed by Dr. Lauren Meaux, produces research at the intersection of psychology and law with clear applications for clinical practitioners, legal actors, and law enforcement agencies. The laboratory is equipped with many general psychological assessments (e.g., PAI, MMPI-3, WAIS-IV), neuropsychological assessments (e.g., MMSE-2, R-BANS), and forensic assessment instruments (e.g., HCR-20, R-CRAS, CAST-ID). Additionally, the lab is fitted with seven computers for researchers to manage and analyze data.

Challenge, Metacognition and Perception Laboratory. The Challenge, Metacognition, and Perception (ChaMP) Laboratory, directed by Dr. Lisa Vangness, conducts basic and translational research on how peoples' understanding of difficulty affects their judgments and task engagement. The laboratory is equipped with custom-built videogame testbeds for studying the dynamics of human behavior and decision-making, computers for data collection and analysis with advanced statistics, and an active EEG system for measuring neurological activity in real-time.

Leadership and Organizational Behavior Laboratory. The Leadership and Organizational Behavior (LOB) Laboratory, directed by Dr. Kristin Weger, studies leadership abilities and human behavior at individual, team, and organizational levels. The laboratory space comfortably seats up to 7 participants on computer stations, and contains equipment to record observations, interactions and communication behaviors, and to facilitate workshops.

Other Research Equipment. In addition to the resources affiliated with individual laboratories, the Psychology Department also houses several shared pieces of equipment. This includes: two computers to manage large datasets, eye tracking software, and two EEG systems.

TECHNOLOGY RESOURCES

Charger Card and A-number. The A-number is your personal identity with UAH regarding your student record. The Charger Card also provides a means of paying for services on campus.

Duo Security. Duo is UAH's MFA solution for logging on to Single Sign-On authenticated systems. Examples of Single Sign-On (SSO) systems include myUAH, Canvas, Banner, and [more](#). All current students, faculty, and staff are required to use Duo when logging in to SSO-authenticated services and classroom podium computers.

UAH Single Sign On (UAH SSO or MyUAH). The my.uah.edu site serves as the login for all services such as Canvas (LMS), Qualtrics (Survey), G-Suite (gmail), and Banner (student records).

Chargermail. Your UAH email address is the official notification system at UAH. You should use it consistently or have the email from it forwarded to your preferred email address.

Canvas. The learning management system used by UAH. Your instructors vary in its use, but it can contain the syllabus, assignment information, discussion boards relevant to assignments, drop boxes for relevant assignments, quizzes, and grades. While Canvas will calculate a 'course' grade, keep in mind that not all instructors configure Canvas to push grades to Banner.

Panopto. A lecture capture system within Canvas. Your instructor might record lectures when traveling or if inclement weather strikes or record all lectures to accommodate students who are sick, travel, or want to review material again. Your instructor might assign you, as a graduate student, to provide a lecture to the rest of the class or record presentations of specific topics.

SONA. The participant management system. The system provides for laboratories to create online sign-up sheets to recruit participants for research activities. The SONA GTA is typically the person in charge of guiding you through the procedures and approving the recruitment announcement for studies.

DegreeWorks. DegreeWorks is the system that maintains your student records.

Qualtrics. An online survey system provided by the University. You can obtain an account by contacting the Qualtrics administrator.

Office of Information Technology. For assistance with computer-related issues, contact helpdesk@uah.edu.

ASSISTANTSHIPS

Graduate assistantships provide financial assistance to graduate students as they pursue a degree, commensurate with a student's level of education (pre-master's, post-master's, post-qualifying exam). Stipend ranges for each assistantship type are set by the department, subject to the ranges set by the Graduate School each spring. Information about the current graduate assistantship stipend rates can be found on the Graduate School website. Full-time assistantships usually require one-half time (20 hours per week) service to the University. Part-time assistantships require 10 hours per week. A student holding a 20-hour or more per week assistantship may not hold other employment during any term in which this assistantship is in effect. All assistantship appointments are subject to the continuing availability of funds.

ELIGIBILITY

A limited number of graduate assistantships are provided by the department and are highly competitive. To be eligible, students must register for at least nine credit hours of graduate courses each Spring and Fall semester (six hours each Summer semester) during which they hold an appointment. JUMP students may not hold a graduate assistantship until the undergraduate degree is completed.

BENEFITS

A graduate assistant who holds a full-time assistantship (20 hours per week) appointment will receive a tuition and fee waiver for 9-12 credit hours. The waiver will cover the cost of a single-person student health insurance plan each semester. Graduate assistantships also come with stipends, determined in accordance with the Graduate School's current rates.

POSITIONS

Graduate Teaching Assistantships (GTAs). A Graduate Teaching Assistant (GTA) position involves assisting faculty members with instructional responsibilities through indirect or direct instruction. *Indirect instruction* GTAs assist faculty members in their teaching. Such activities include grading papers and exams, leading laboratory sections, conducting tutorial and study sessions for undergraduate students, answering emails from students and holding 6 office hours per week. *Direct instruction* GTAs serve as the Instructor of Record for a course and assume the responsibilities of that position. Appointment as a direct instruction GTA is contingent upon (1) a master's degree (or completion of 18 hours of graduate coursework) and (2) satisfactory knowledge of the content area; continued reappointment is also contingent upon (3) satisfactory scores on Student Instructor Evaluations (SIEs). All GTAs are required to complete FERPA training and maintain the highest ethical standards.

Graduate Research Assistantships (GRAs). A Graduate Research Assistant (GRA) position involves supporting faculty members with their research projects while gaining valuable experience in a specific field of study. Responsibilities typically include conducting literature reviews, collecting and analyzing data, performing experiments, and assisting in the preparation of reports, presentations, and publications. GRAs often work closely with their supervising professors and other research team members, contributing to the advancement of academic knowledge while honing their research skills. This role requires a strong foundation in the subject area, attention to detail, analytical thinking, and effective communication skills.

RESIGNATION

If a student resigns from an assistantship in the middle of a semester, they will be responsible for paying back the tuition at a pro-rated rate starting on the day of their resignation through the last day of the semester.

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AWARDS AND FELLOWSHIPS FOR GRADUATE STUDENTS

SCHOLARSHIP HOURS

Scholarship hours awarded by the College are designed to support and recognize exceptional students who meet specific eligibility criteria. These scholarships are available to first-generation students, individuals who have demonstrated high academic achievement through their scholarly activities, and first-time students entering the graduate program. Scholarship hours are awarded on a per-semester basis (i.e., are not guaranteed for multiple semesters), contingent upon availability.

INTERNAL AWARDS

Psychology Graduate Student Fund. Psychology graduate students in good standing can request up to \$100 towards equipment, poster printing, participant incentives, etc. in support of a thesis or dissertation research project. Students may apply for this award once each year during their academic career at UAH, with priority given to students who have not previously received an award. To apply for this award, please email the Graduate Coordinator to request a link to the Google form.

Travel Funds. Psychology graduate students may request up to \$200 in funding from the Graduate School to offset travel costs to attend a conference. Students who are coauthors on a poster or paper conference presentation may also request up to \$550 from the CAHS Dean's Office. These funds are provided on a reimbursement basis and require the student to submit a travel authorization form prior to traveling. Students who plan to travel should meet with the Department Staff Assistant, Ms. Hodges, both before and after travel to ensure they follow policies, which will increase the likelihood of getting reimbursed.

EXTERNAL AWARDS

Additional funding opportunities are provided by organizations outside the university to support advanced academic and research pursuits. These grants are often awarded based on various criteria such as academic merit, research potential, and field of study. They can cover a wide range of expenses, including tuition, research costs, and living expenses, enabling students to focus on their studies and contribute meaningfully to their disciplines. For a comprehensive list of available external grants, please visit

https://docs.google.com/document/d/1Touux7Wp_Acz5vohDzeczQbxleqatQpxUqvmK09DOOel/edit?usp=drive_link.

PSI CHI HONORS SOCIETY/PSYCHOLOGY CLUB

The University of Alabama in Huntsville chapter of Psi Chi, the International Honor Society in Psychology, was founded in 1968 with a mission to encourage excellence in scholarship and advance the science of psychology. Psi Chi, and its sister organization, the Psychology Club, encourage graduate and undergraduate student participation in a variety of social events, professional development, and philanthropic activities throughout the year. Students who wish to join Psi Chi or its sister organization are encouraged to email Drs. Lisa Vangsness (lisa.vangsness@uah.edu) and Lauren Meaux (lauren.meaux@uah.edu), the faculty co-advisors.

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DEPARTMENT DIRECTORY

FACULTY AND LECTURERS

Name	Office	Email	Phone
Dr. Lauren Meaux	MOR 206k	lauren.meaux@uah.edu	256-824-2580
Dr. Jodi Price	MOR 116C	jodi.price@uah.edu	256-824-3321
Dr. Lisa Vangsness	MOR 210	lisa.vangsness@uah.edu	256-824-6193
Dr. Kristin Weger	MOR 208	kristin.weger@uah.edu	256-824-2637
Linda Hannah	MOR 209	linda.hannah@uah.edu	

PART-TIME INSTRUCTORS

Name	Office	Email
Dr. Daniel Krenn, Part-Time Lecturer		daniel.krenn@uah.edu
Dr. Jeffrey T. Hansberger, Part-Time Lecturer		jeffrey.hansberger@uah.edu
Dr. Aurora Torres, Part-Time Lecturer		aurora.torres@uah.edu

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Appendix 1

Thesis/Dissertation/Comprehensive Exam Manuscript Rubric

Grading. The criteria used to evaluate this submission are listed below. All criteria were assessed on a score from 1 (deficient) to 4 (exemplary). Additional details and justification for each evaluation are provided underneath each grading criteria. References, where required, are provided on the last page.

Project Overview

[Reviewers insert a brief summary of the defense topic, linking it back to the written prompt]

1. The level of factual knowledge (an advanced level of knowledge relevant to individual fields of study) reflected in the written thesis.

1	2	3	4
deficient	acceptable	proficient	exemplary

Comments

2. The level of research methodology (the ability to conduct research appropriate to writing a thesis/dissertation) reflected in the written thesis.

1	2	3	4
deficient	acceptable	proficient	exemplary

Comments

3. The level of communication skills (the ability to express ideas clearly, accurately, and professionally) reflected in the written thesis.

1	2	3	4
deficient	acceptable	proficient	exemplary

Comments

4. The level of professionalism (the ability to engage in professional conduct, integrity, and ethical behavior) reflected in the written thesis.

1	2	3	4
deficient	acceptable	proficient	exemplary

Thesis/Dissertation/Comprehensive Oral Examination Rubric

Grading. The criteria used to evaluate this submission are listed below. All criteria were assessed on a score from 1 (deficient) to 4 (exemplary). Additional details and justification for each evaluation are provided underneath each grading criteria. References, where required, are provided on the last page.

Project Overview

[Reviewers insert a brief summary of the defense topic, linking it back to the written prompt]

1. The level of factual knowledge (an advanced level of knowledge relevant to individual fields of study) reflected in the oral exam.

1	2	3	4
deficient	acceptable	proficient	exemplary

Comments

2. The level of research methodology (the ability to conduct research appropriate to writing a thesis/dissertation) reflected in the oral exam.

1	2	3	4
deficient	acceptable	proficient	exemplary

Comments

3. The level of communication skills (the ability to express ideas clearly, accurately, and professionally) reflected in the oral exam.

1	2	3	4
deficient	acceptable	proficient	exemplary

Comments

4. The level of professionalism (the ability to engage in professional conduct, integrity, and ethical behavior) reflected in the oral exam.

1	2	3	4
deficient	acceptable	proficient	exemplary

APPENDIX 2

PhD Preliminary Exam Grant Rubric

Grading. The criteria used to evaluate this submission are listed below. All criteria were assessed on a score from 1 (unacceptable) to 5 (excellent). Additional details and justification for each evaluation are provided underneath each grading criteria. References, where required, are provided on the last page.

Project Overview

[Reviewers insert a one-paragraph description of the written component here]

1. The manuscript provides a sufficient overview of the topic (i.e., key theories, concepts, and debates).

1	2	3	4	5
unacceptable	poor	acceptable	very good	excellent

Comments

2. The manuscript includes a well-organized budget and timeline.

1	2	3	4	5
unacceptable	poor	acceptable	very good	excellent

Comments

3. The manuscript includes a detailed description of the research methods (i.e., design, data collection and analysis, challenges and limitations).

1	2	3	4	5
unacceptable	poor	acceptable	very good	excellent

Comments

4. The manuscript justifies a compelling research question or hypothesis (i.e., describes why the research is important and how it will contribute to the field).

1	2	3	4	5
unacceptable	poor	acceptable	very good	excellent

Comments

5. The manuscript includes a clear and compelling argument for why the research is important and deserving of funding.

1	2	3	4	5
unacceptable	poor	acceptable	very good	excellent

Comments

6. The manuscript is well-written, clear, and concise.

1	2	3	4	5
unacceptable	poor	acceptable	very good	excellent

Comments

7. The manuscript is free of grammatical or spelling errors.

1	2	3	4	5
unacceptable	poor	acceptable	very good	excellent

Comments

PhD Preliminary Exam Review Paper Rubric

Grading. The criteria used to evaluate this submission are listed below. All criteria were assessed on a score from 1 (unacceptable) to 5 (excellent). Additional details and justification for each evaluation are provided underneath each grading criteria. References, where required, are provided on the last page.

Project Overview

[Reviewers insert a one-paragraph description of the written component here]

1. The manuscript provides a comprehensive overview of the topic (i.e., key theories, concepts, and debates).

1	2	3	4	5
unacceptable	poor	acceptable	very good	excellent

Comments

2. The manuscript provides a balanced review of the existing literature.

1	2	3	4	5
unacceptable	poor	acceptable	very good	excellent

Comments

3. The manuscript presents research findings in a clear and concise manner.

1	2	3	4	5
unacceptable	poor	acceptable	very good	excellent

Comments

4. The manuscript includes original insights and ideas (e.g., new theoretical frameworks, hypothesis, implications for future research).

1	2	3	4	5
unacceptable	poor	acceptable	very good	excellent

Comments

5. The manuscript makes significant theoretical contributions to the field.

1	2	3	4	5
unacceptable	poor	acceptable	very good	excellent

Comments

6. The manuscript is well-written, clear, and concise.

1	2	3	4	5
unacceptable	poor	acceptable	very good	excellent

Comments

7. The manuscript is free of grammatical or spelling errors.

1	2	3	4	5
unacceptable	poor	acceptable	very good	excellent

Comments

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PhD Preliminary Oral Examination Rubric

Grading. The criteria used to evaluate this submission are listed below. All criteria were assessed on a score from 1 (unacceptable) to 5 (excellent). Additional details and justification for each evaluation are provided underneath each grading criteria. References, where required, are provided on the last page.

Project Overview

[Reviewers insert a brief summary of the defense topic, linking it back to the written prompt]

1. The student communicates the narrative of the manuscript component clearly and coherently.

1	2	3	4	5
unacceptable	poor	acceptable	very good	excellent

Comments

2. The student is able to clearly articulate a defense against critiques raised by faculty.

1	2	3	4	5
unacceptable	poor	acceptable	very good	excellent

Comments

3. The student clearly understands the literature they reference when prompted by the committee.

1	2	3	4	5
unacceptable	poor	acceptable	very good	excellent

Comments

4. The student conducts him/herself in a professional manner consistent with what is expected of a PhD student.

1	2	3	4	5
unacceptable	poor	acceptable	very good	excellent

Comments

5. The student is persuasive in his/her defense of the written document.

1	2	3	4	5
unacceptable	poor	acceptable	very good	excellent

Comments

6. The student can draw upon a broad knowledge of psychology in responses when appropriate.

1	2	3	4	5
unacceptable	poor	acceptable	very good	excellent

Comments

7. The student demonstrates competence in the literature, methods, and approaches associated with their topic.

1	2	3	4	5
unacceptable	poor	acceptable	very good	excellent

Comments

APPENDIX 3

Faculty Evaluations of Graduate Students

Grading. The criteria used to evaluate graduate students are listed below. All criteria are assessed on a score from 0 (unacceptable) to 4 (exceptional). Additional details and justification for each evaluation are provided in a comments section.

Student Name:

Course:

Criteria	Rating	Justification
Professionalism		Comment
Research		Comment
Subject Matter Competence		Comment
Academic Performance		Comment
Teaching		Comment

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APPENDIX 4

Remediation Plan

This agreement notes (1) domains in which graduate student performance does not meet departmental benchmarks; (2) a mutually agreed-upon plan for improvement; and (3) criteria and deadlines that represent successful remediation.

Describe the domains in which graduate student performance does not meet departmental benchmarks. Refer to the Graduate Expectations and Benchmarks noted in the handbook and provide specific examples of deficiencies.

Describe the agreed-upon plan for improvement, including any steps already taken by the graduate student.

List the criteria and deadlines for successful remediation. All criteria should be quantifiable (e.g., X.X minimum score on specific criteria on next annual review, GPA improvement above X.XX, X more conference presentations/publications).

By signing below, the student acknowledges the remediation plan and agrees to complete it to the best of their abilities. Failure to successfully remediate will result in dismissal from the program.

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

Department Chair Signature: _____ Date: _____