

GRADUATE STUDENT HANDBOOK

School of Psychological Science

2021-2022

Updated December 9, 2020



Oregon State
University

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Welcome

Welcome to OSU and the School of Psychological Science!

This handbook is your guide to our graduate program and facilities. It includes contact information and references that can assist you. Please keep it as a resource during your tenure as a student in the program.

The SPS staff and the Graduate Education Committee (GEC) are available to assist you with questions pertaining to the rules and regulations of the university. Forms, policies, workshop and funding opportunities, and other resources can also be found at OSU's Graduate School website:

<http://gradschool.oregonstate.edu/>.

We hope you enjoy your research and study here in the School of Psychological Science (SPS).

Sincerely,
The Graduate Education Committee

Quick References

Additional information on SPS resources can be found in the [Resources and Support](#) and [Academic and Support](#) sections. For easy reference, however, here are some common contacts:

Role	Contact Individual/Unit	Contact information
Graduate Program Director and GEC Chair	Jason McCarley	jason.mccarley@oregonstate.edu
GEC Coordinator	Nicole Wolf	nicole.wolf@oregonstate.edu
Office and Building Manager and Asst. to the Director	Shirley Mann	shirley.mann@oregonstate.edu
Graduate School	Front Desk	541-737-4881
Emergency Contact	Campus Safety	541-737-7000
Emergency Building Maintenance (after hours)	Facilities Services	541-737-2969

About SPS Graduate Program

Program Overview

The School of Psychological Science (SPS) graduate program trains students to apply psychological research methods and theory to practical problems. Students will graduate with:

- The ability to design and conduct empirical research
- General mastery of the body of knowledge in psychology
- In-depth knowledge in an area of emphasis
- An understanding and appreciation of ethical standards in psychological research, teaching, and service
- Skills and experience in teaching and presenting research publicly

SPS uses an apprenticeship model for PhD student advising. Students are admitted to work with a major advisor within a selected area of concentration. The advisor will provide mentorship for all aspects of a student's graduate career at OSU. It is recommended that the advisor serve as the first point of contact for questions about these issues.

It is expected that students will be able to complete the PhD program in 4-5 years of full-time study and research activity. All students will earn an MS en route to the PhD; a Master's degree is not offered as a terminal degree. Students earn a PhD in Psychology upon completion of the program.

The PhD program is offered only in Corvallis and is not an online or distance education program. Students are expected to work (e.g., attend classes, conduct research, teach courses, attend department events, etc.) from Corvallis throughout their program.

Areas of Focus

As part of the PhD program, you will develop general mastery of the body of knowledge in psychology, and in-depth knowledge in one of three concentration areas. Many students and faculty conduct research that combines areas of focus.

Applied cognition: Students in applied cognition will acquire a background in traditional and contemporary areas of psychology, including judgment and decision-making, interpersonal perception and behavior, and teaching and learning. This concentration emphasizes the development of methodological and statistical skills for the purpose of building basic science and extending it into applied settings.

Engineering psychology: Students in engineering psychology will study human performance within technology systems. Research topics include attention and perception, information processing, mental workload, decision making, cognitive modeling, motor control, and usability evaluation. The program prepares students for employment in academic, government, and industry settings.

Health psychology: Students in health psychology will study determinants of health, illness, and disability. Students will be trained in the development and use of psychological theories, research methods, and empirical findings that elucidate issues in physical and mental health. Emphasize is given

to understanding how psychological processes intersect with physical and mental health and wellness in diverse populations with regard to age, gender, ethnicity, socioeconomic background, and health status.

Getting Started

Handbook Policy

This handbook applies to students admitted in the 2021-2022 academic year. If you are returning to the program after an extended absence (greater than two years), you will follow the handbook released for the year you are readmitted.

Students admitted to the program prior to the 2021-2022 academic year can elect to follow the handbook in place during their year of admittance or request to follow any subsequent handbook; however, individual policies and procedures cannot be selected from multiple handbooks. If you wish to use the policies of a later handbook, you should notify your major advisor and the Graduate Education Committee; approval is not required.

Providing an Email Address

Setup your ONID credentials as soon as possible after acceptance. Students will be granted an Exchange email address (i.e. firstname.lastname@oregonstate.edu) that is connected to their ONID credentials. ONID/Exchange is OSU's official mode of communication and will be used for all email communications during your program.

Following acceptance into the program, but before you have access to ONID, provide a current and frequently-checked email address to the [Office Manager](#).

Registering for Classes

Before you register, consult with your major advisor to determine which classes you should take during your first term. In your first term in the graduate program, you will likely enroll in the first course in the Methods of Statistical Analysis series, Issues in Professional Psychology ("prosem"), Research, and a core content course.

See the [Registration](#) subsection for details on registering.

Quarter System

OSU operates on a quarter or term system, including Fall, Winter, Spring and Summer terms, rather than a semester system. PhD students are generally expected to take classes in Fall, Winter and Spring terms.

Blanket/Donut Courses

"Blanket" or "Donut" courses are those in which there is a "0" as a middle digit. As a graduate student, you will need to enroll in Research credits (PSY 501 before you finish your Master's, and PSY 601 after), Thesis credits (PSY 503) and Dissertation credits (PSY 603) during your program. When you enroll in blanket/donut courses, you will register for the section dedicated to your major advisor. Contact the [GEC Coordinator](#) if you are unable to register in the appropriate section.

Check-in

When you have set a day to arrive on campus, contact the [Office Manager](#) to setup a check-in meeting. Meetings are usually 15-30 minutes and include:

- Getting keys and an afterhours pass to the building and your office
- A brief tour of the building, including the mail room and your office
- An opportunity to ask any questions you have so far

After the check-in, you should be able to access the building after hours, move into your office, access and set up your computer, and fill out any needed HR paperwork.

Paychecks

Students funding their program through assistantships (see [Assistantships](#) section) must register with Human Resources in order to initiate payments; see <http://hr.oregonstate.edu/>. Graduate assistants are paid monthly nine months out of the year. Payment is available by check or direct deposit. Payday is the last working day of each month. You will receive ½ month of pay for September and ½ month for June. OSU uses EmpCenter for time reporting: <http://mytime.oregonstate.edu>.

Key Policy & Deposit

Graduate students are loaned a key to the exterior of Reed Lodge and a key to a graduate student office they will occupy. You may also be given access to a key for your advisor's lab. Lab keys also open the Reed third floor study rooms and the third-floor conference room. See the [Office Manager](#) for the key request form. Completed key request forms should be taken to the OSU Access, Lock and Key Shop for issuance of keys.

Access, Lock & Key Shop Hours

Hours: Monday – Friday, 11:00am - 3:00pm

Phone: (541) 737-3565

Location: 560 SW 15th, Corvallis, OR 97331

Graduate Student Office Policy

Graduate students on a graduate teaching appointment (GTA) are provided with work space and equipment appropriate to perform their duties; contact the [Office Manager](#) for information on the location of your specific office. Faculty and graduate students have mailboxes in Reed 128. The Graduate Student Commons is on the sixth floor of the Valley Library and offers a space with couches, computers, and meeting rooms.

Emergency Maintenance and Security

If you notice a need for building maintenance (e.g. heater, air conditioner, leaks, etc.), please inform the [Office Manager](#). If a building maintenance emergency occurs after hours, please contact Facilities Services at 541-737-2969.

Orientation

A Graduate Student orientation will be hosted by SPS for all incoming graduate students. In addition, the OSU Graduate School hosts orientation events in Fall term the week before classes begin. Keep a lookout for emails with specific dates, times and locations.

Finding Forms and Materials

Below are links to common forms that you will or may need to access during your tenure as a student. Visit the [Graduate School website](#) and the [SPS website](#) to view other forms and materials.

Graduate School Forms

[Petition for Change in Program](#)

[Program of Study](#)

[Exam Scheduling Form](#)

[Doctoral Program Meeting Checklist](#)

[Transfer Credit Request](#)

[Electronic Thesis and Dissertation \(ETD\) Submission](#)

[Approval Form](#)

[Commencement Forms](#)

SPS Forms

[Petition to Waive Program Requirements](#)

PhD Program Requirements

Degree Overview

For a smooth and successful program, you should begin considering your progression through your degree as early as possible. Many tasks will require you to begin weeks or months before the deadline. Please review the complete degree program instructions and requirements provided in this handbook.

Task	Deadline		Committee
	Recommended	Required**	
Form your first-year project committee	First term	End of Fall term, 1 st year	First-year Project Committee
Discuss your MS and PhD Programs of Study with advisor and/or committee	First term	Before completing 18 credits	
First-year project proposal	Fall term, 1 st year	Week 10*, Fall term, 1 st year	
Thesis prospectus (if starting thesis research in year 1)	Winter term, 1 st year	Week 1*, Spring term, 1 st year	
First-year project presentation	Spring term, 1 st year	Week 6*, Spring term, 1 st year	
First-year project paper	Spring term, 1 st year	Week 6*, Spring term, 1 st year	
Form your graduate committee	End of Spring term, 1 st year	By POS meeting	Graduate Committee
Program of Study (POS) meeting for MS and PhD & Submit signed MS and PhD POS forms to Grad School	End of Spring term, 1 st year	End of Fall term, 2 nd year	
Thesis prospectus	At POS meeting	End of Fall term, 2 nd year	
Annual progress reports	End of Spring term, every year	End of Spring term, every year	Advisor
Thesis defense	End of Spring term, 2 nd year	End of Spring term, 2 nd year	Graduate Committee
Preliminary Exams (Written and Oral)	End of Winter term, 3 rd year	End of Spring term, 3 rd year	
Dissertation proposal	1 year after completing prelims	1 year after completing prelims	
Dissertation presentation and defense	End of Spring term, 5 th year	5 years after completing prelims	

*Listed weeks mean by the Friday of that week of the given term. "End of term" means by the last day of finals week.

**Required deadlines are set by either Graduate School policy or the SPS PhD Program. See the [Waive or Modify Program Requirements](#) section if you would like to request a change in deadline.

Forming your Committees

All students will have a first-year project committee and a graduate committee. Generally, your committees will have the same core set of faculty members from SPS.

Your advisor can help you identify faculty who might be a good fit for your committees. You should contact potential committee members as early as you can to check their availability and confirm their willingness to serve.

Note: Because your Master's and PhD program of study (POS) forms must be approved by your graduate committee, your graduate committee should be formed at the latest by your POS meeting.

First-year Project Committee

Your first-year project will be assessed by a committee that consists of your advisor and at least two other SPS faculty members, who will also serve on your graduate committee.

Graduate Committee

Your [graduate committee](#) will guide your coursework and research and will serve as your final examining committee for your Program of Study, thesis, prelims, and dissertation. The committee should be comprised of at least five members of the OSU Graduate Faculty, including:

- At least three faculty from SPS, including your major advisor;
- At least one faculty member from each of your declared minor fields, if you plan to have any; and
- A Graduate Council Representative (GCR) from outside SPS.

Graduate Council Representative

A Graduate Council Representative (known as a GCR or Grad Rep) is required for all doctoral committees and master's degrees involving a thesis. Your GCR represents the OSU Graduate Council and ensures that all rules governing committee procedures are followed. Your GCR must be present at your formal exams, and will be responsible for some of the paperwork that the Graduate School requires. Per Graduate School guidelines, the GCR will also lead your committee's roundtable discussion following your final oral exam. Your GCR must be a graduate faculty member outside your major and minor area.

The GCR is a full voting member of your graduate committee. Many students select a GCR who can also add disciplinary expertise. Select your GCR using the online GCR [list generation tool](#) and be sure to allow ample time for this selection process. If you run into difficulty finding a GCR to serve on your committee, you can re-generate the list until you find someone who is willing to serve. Students usually discuss the selection of the GCR with their major advisor.

Policy on committee membership

Members of OSU graduate committees must have been approved as members of the Graduate Faculty. If you are interested in having a faculty member on your committee who is not a member of the [Graduate Faculty](#) or is not approved for the role proposed, the SPS graduate program will need to nominate the proposed member to act in those roles using the [Nomination to Graduate Faculty form](#); please be aware that this process can take several weeks. Committee structure will be evaluated when your program of study is received by the Graduate School and when you schedule your formal examinations.

It is typically the case that the graduate committee members will be OSU faculty. In rare cases, non-OSU academics with appropriate credentials and background might be appropriate for a committee. Such individual will need to be approved as OSU Courtesy Faculty as well as OSU Graduate Faculty.

It is generally expected that all committee members or approved substitutes must be present for all formal meetings with you (e.g., final oral exams). If you have a special case in which a committee member may need to participate remotely, you and your committee must assure that all the conditions for remote participation are met; see the Remote Participation section on the Grad School's [website](#).

Program of Study

A program of study (POS) is a plan for completing your degree and a requirement of the PhD Program. Submitting your POS forms is considered a milestone within the program and must be completed by end of Fall term your second year.

The POS defines the courses you plan to take as a graduate student; who is on your graduate committee; and if you are completing a minor and/or an option. Separate POS forms must be filed for the MS and PhD. Visit the Graduate School [webpage](#) on the Program of Study for additional guidance.

Discussing Your POS

The Graduate School requires that you develop, but not necessarily submit the final version of, a POS before you complete 18 credits of coursework.

To ensure that you are planning appropriate courses for your program of study, it is recommended that you work with your advisor to create a draft program of study as early as possible in your first year and share with your first-year project committee or graduate committee for feedback.

Your goal in formulating the POS is to make sure that you meet all of the program's course requirements and complete appropriate coursework in time for your preliminary exams.

Submitting Your POS Forms

By the end of Fall term your second year you must complete your POS forms, convene your graduate committee to present the forms for feedback and approval, and submit the signed forms to the Graduate School. In addition, you must provide a signed copy to both the [GEC Coordinator](#) and your advisor; you can submit it either as a hard copy or a scanned PDF.

You can hold your POS meeting and submit your POS forms any time before the end of Fall term of your 2nd year.

Many students will need to revise their POS after it has been filed, which can be done with a short form. Contact the [GEC Coordinator](#) for more information.

See the [Finding Forms and Materials](#) section for links to the forms.

Required Coursework

The psychology Master of Science requires a minimum of 45 credits. The PhD requires a minimum of 111 credits.

In accordance with OSU Graduate Council Policy, no more than 9 credits of blanket-numbered classes (classes with a zero as the middle digit: PSY 501, 502, 505, 506, 507, 508, 601, 602, 605, 606, 607, 608),

excluding thesis (PSY 503) and dissertation (PSY 603), may be applied toward the required 45 credits for a Master's degree, and no more than 18 may be applied toward the required 111 credits for the PhD.

Note that the total number of blanket-numbered credits you may accumulate is unlimited. The policy above only limits the number that may be included as part of the POS for your MS or PhD. You may also take non-blanket classes beyond those listed on your POS if you wish.

The official course requirements of the program can be found in OSU's online catalog at <https://catalog.oregonstate.edu/college-departments/liberal-arts/school-psychological-sciences/psychology-ms-phd/>.

Below are highlighted courses for completing coursework requirements in the program given typical course offerings:

<p>Methods Core (20 credits total) ST 511 Methods of Data Analysis (4) ST 512 Methods of Data Analysis (4) ST 513 Methods of Data Analysis (4) PSY 514 Research Methods I (4) PSY 571 Graduate Psychometrics (4)</p>	<p>All of these are required and should be taken your first year. The ST sequence should start in Fall of your first year.</p>
<p>Professional Core (4 credits total) PSY 521 Issues in Professional Psychology (3) PSY 523 Ethics in Psychological Research (1)</p>	<p>All of these are required in your first year.</p>
<p>Basic Content Core (12 credits total) PSY 531 Graduate Behavioral Neuroscience (4) PSY 541 Graduate Seminar in Cognition (4) PSY 551 Lifespan Developmental Science (4) PSY 561 Graduate Social Psychology (4)</p>	<p>You must complete three of these in total, and do so before your prelims.</p>
<p>Area Electives (24 credits total) PSY 510 Field Experience in Human Services (1-6) PSY 599 Special Topics (4)* PSY 640 Topics in Engineering Psychology (4)* PSY 643 Applied Cognition (4) PSY 649 Advanced Engineering Psychology (4) PSY 660 Topics in Applied Cognition (4)* PSY 690 Topics in Health Psychology (4)* PSY 697 Graduate Psychology Science of Teaching and Learning (4) PSY 699 Special Topics (4)*</p>	<p>A maximum of three slash course electives (not shown) can count toward your degree.</p> <p>*Indicates a repeatable course</p> <p>Graduate courses other than those listed in this table, including outside of Psychology, may be included on your POS if approved by your Graduate Committee.</p>
<p>Research Hours PSY 501 Research (1-16 credits/term, 9 credits required for MS degree) PSY 503 Thesis (1-16 credits/term, 6 credits required for MS degree) PSY 601 Research (1-16 credits/term) PSY 603 Thesis/Dissertation (1-16 credits/term, minimum of 36 total for PhD)</p>	<p>501 and 601 are for research that is not part of a thesis or dissertation.</p>

Academic Standing

Students must maintain good academic standing in order to remain in the PhD program and be considered for a Graduate Appointment. In order to do so, you must:

- Maintain a cumulative GPA of 3.00 or better for all courses you take as a graduate student and earn a minimum grade of B- in classes on your Program of Study
- Meet all milestone deadlines
- Meet Graduate School deadlines
- Adhere to the student conduct code
- Make satisfactory academic progress toward your degrees as reviewed by your advisor and/or the GEC

Student progress will be reviewed by major advisors on a routine basis and by the GEC at the end of each academic year (see [Annual Progress Report](#) section).

Student progress can differ for each student and be impacted by extenuating circumstances (e.g., illness, death in the family, etc.). Students can request to modify degree requirements and/or deadlines by submitting a petition to the GEC (see [Waive or Modify Program Requirements](#)). Petitions must have the support of your major advisor; approval is not guaranteed. Students with approved accommodations through Disability Access Services (DAS) or approved leave through the Graduate School will have their milestone deadlines advanced in line with the approval and do not need to submit a separate petition to the program.

Details about how to get back on track after missing or failing a milestone are included under each milestone in the next section.

Program Milestones

The PhD program has six milestones, including those relevant to earning your MS. Typically, students complete one milestone per year in the program (two in the second year).

First-year Project

The first degree milestone is a first-year project (FYP). In your first year of the program, you will conduct an empirical research project in your concentration area.

The purpose of the FYP is to ensure that PhD students are integrated into research labs, to supplement the required statistical and methodological coursework, and to begin training in giving public presentations and writing in APA style.

The project may use any methodology accepted within the field (experiment, survey, content analysis, computational modeling, etc.). The project could entail new data collection or analysis of secondary or archival data. Your advisor will assist you in formulating your research questions and designing the FYP.

Students entering the program without previous significant experience in a research lab or pursuing research in a new area are encouraged to conduct a small, empirical project in a relevant area of psychology. The final paper should be an APA-style manuscript. Given the small scope of the project, the paper is not expected to be a publishable manuscript.

Students entering the program with significant previous research experience (e.g., completed an empirical research project as part of a Master's thesis) in Psychology or a related field should consult with their advisor to determine whether they should complete the FYP described above, or use the first-year project to begin work on their thesis research. All components of the FYP must still be completed, but the colloquium presentation and final paper can be treated as a progress report on the thesis project (e.g., results and conclusions sections are based on progress to date).

You will work with your advisor to select the appropriate path for your circumstances. If the FYP will be used to begin working on thesis research, you must indicate it at the time of the FYP proposal and you must complete your thesis prospectus no later than Friday of Week 1, Spring term of your first year (see [Prospectus](#)).

Your project will be assessed by your FYP committee (see [Forming your Committees](#) section) in Spring term of your first year. Be cognizant of the first-year timeline and the requirement for IRB approval when planning your project.

Components of the FYP

The FYP has three components: a proposal, a colloquium presentation, and a final paper.

1. *Proposal*: By the last day of instruction (i.e. Friday of Week 10) in Fall term, you will submit a project proposal to your FYP committee for approval. The proposal should include the following sections: Title Page, Introduction, Objectives and Hypotheses, Methods and Analyses, and References. The proposal should also indicate whether IRB approval is necessary for the project and, if so, when you expect to have approval. The Introduction and Objectives and Hypotheses sections have a cumulative minimum length of 500 words and maximum length of 1,500 words. The Methods and Analyses section has no word limit. You are encouraged to prepare a substantial literature review and to draft your Method and Analyses section in as much detail as possible, in preparation for your final report. You are also encouraged to preregister your methods on the Open Science Framework ([osf.io](#)).
2. *Colloquium presentation*: As part of the FYP, you will give a presentation at a colloquium by Week 6 in Spring term of your first year. The presentation should be roughly 20 minutes in length and will be followed by roughly five minutes of questions from the audience. The presentation should cover the background, method, results, and conclusions of the FYP, in the format of a conventional academic presentation. The colloquium coordinator will communicate with you to schedule the presentation.
3. *Paper*: By Friday of Week 6 in Spring term, you will submit a written FYP paper to your FYP committee. The paper should be prepared in APA format and follow the structure of an abbreviated APA-style manuscript, with Introduction, Method, Results, and Discussion sections. The exact structure of the report may differ depending on whether the project comprises a single study or multiple studies. The combined Intro, Discussion/General Discussion, and Footnotes have a combined minimum length of 1000 words and limit of 3000 words. **Note that the Method and Results of the paper are excluded from the minimum and maximum word limits, and should be reported in full detail necessary for a reader to replicate your study and reproduce your results.**

Approval of FYP

After you have submitted your paper, your FYP committee will decide whether to (a) approve the final project, or (b) decline to approve the project but invite a revision of the paper. The committee will reach its decision and notify you within one week of the FYP submission deadline. If a revision is required, the committee will provide a list of the changes that will be required before the project will be approved. The revised paper will be due four weeks after you receive the list of changes.

Missing or Failing the FYP

If you fail to submit your FYP by the deadline or your first attempt is not approved, you have one retake attempt. If you miss or fail the retake attempt, you will be dismissed from the program. If you anticipate not being able to meet the deadline, discuss the situation with your major advisor and consider what options are available (see [Waive or Modify Program Requirements](#) and [Leave of Absence](#)).

Master's Thesis

The second degree milestone is your POS meeting and submission of your POS forms (see [Program of Study](#) section). The third degree milestone is a Master's thesis. In your second year of the program, you will complete a major research project; this will be your Master's thesis.

Your project will be assessed by your Graduate Committee (see [Forming your Committees](#) section) at the end of your second year.

The MS requires successful completion of at least 45 course credits, including thesis credits. In SPS, this typically includes:

Course	Credits
ST 511/512/513 Methods of Data Analysis (4)	12
PSY 521 Issues in Professional Psychology (1)	3
PSY 523 Ethics in Psychological Research (1)	1
PSY 514 Research Methods (4)	4
PSY 571 Graduate Psychometrics (4)	4
Three content core courses:	
PSY 531 Graduate Behavioral Neuroscience (4)	
PSY 541 Graduate Seminar in Cognition (4)	
PSY 551 Lifespan Developmental Science (4)	12
PSY 561 Graduate Social Psychology (4)	
PSY 581 Graduate Seminar in Clinical Research and Theory (4)	
PSY 591 Graduate Seminar in Health Psychology (4)	
PSY 503 Thesis (Variable)	At least 6
PSY 501 Research (Variable)	At least 9
Total	At least 51

Thesis requirements

A Master's thesis will generally be an empirical research study, though other approaches are possible (e.g., a quantitative meta-analysis or a computational modeling effort). To obtain approval to conduct the project, you will present a prospectus of the project to your committee.

Prospectus

The prospectus can take one of two forms:

- A three-page research plan. The research plan should include the following sections: Title Page, Introduction, Objectives and hypotheses, Methods and Analyses, Intellectual Merit, Broader Impact, and References. The Intellectual Merit section should describe the feasibility and importance of the proposed work, and demonstrate that you have the resources and knowledge necessary to carry out the work. The Broader Impact section should discuss the importance or societal impact of the proposed work, and explain how you plan to disseminate the findings.
- A preregistration on Open Science Framework (osf.io). You may use any of the following preregistration formats offered by osf.io: Prereg Challenge, AsPredicted Preregistration, Preregistration in Social Psychology. You should fill out the preregistration form, save it as a draft, then distribute the completed form to your committee for review BEFORE you formally preregister it. You can submit the formal preregistration to osf.io after the plan has been approved by your committee members.

Your thesis prospectus must be presented to your graduate committee for discussion and approval. A copy of the thesis prospectus should be provided to the committee two weeks before the presentation. Typically, the presentation and discussion occurs at your POS meeting.

Thesis and Defense

At the completion of the project, you will submit an APA-styled report of the study and complete an oral defense before the committee. The report should follow the Graduate School's "[Thesis Guide: Preparing a Thesis or Dissertation at OSU](#)". You should allot at least two hours for the defense meeting.

At least two weeks prior to the exam, you must do three things:

1. Distribute copies of your thesis to all committee members.
2. Schedule the exam with the Graduate School using the form [here](#).
3. Submit pretext pages of the thesis to the graduate school. You can download a template and get more information [here](#).

To pass your thesis defense, you must receive no more than one negative vote from your committee. A student who fails the defense will be allowed one opportunity to re-take it. A student who fails both the first and second attempts at the defense will be dismissed from the program.

When the thesis has been approved, your major advisor should notify the [GEC Coordinator](#) via email. The Graduate School also requires you to complete several pieces of additional paperwork. Details on the Grad School's final submission requirements are available [here](#).

If you wish to receive a diploma, see [here](#).

For information on participating in commencement, see [here](#).

For information on completion/commencement deadlines, see [here](#) (for Master's degree).

Preliminary Exam

The fourth degree milestone is the preliminary exam (“prelims”), consisting of a written component and oral defense. You are expected to complete and pass your prelims by the end of your third year.

Prelims are an opportunity for students to demonstrate knowledge of the Methods and Content Core curriculum, as well as their area of specialization. Prelims are the method with which your major advisor and graduate committee assess whether you are ready to progress to completing an independent body of research (i.e. dissertation).

Your committee may choose from either of two formats for the written component of the exam: a traditional exam comprising a series of short-essay questions or a critical review paper. Additional details on the format of the exam can be found [here](#). The oral defense will take place at least one week after you have submitted the written exam. You should allot at least two hours for the defense meeting. You must schedule the meeting with the Graduate School at least two weeks ahead of time using the form [here](#).

To pass your preliminary exams, you must receive no more than one dissenting vote from the committee. A student who fails the prelims will be allowed one opportunity to re-take it. The second attempt must be scheduled for the academic term following the first attempt. A student who fails both the first and second attempts at the prelim will be dismissed from the program.

When you have completed the prelim, your major advisor should notify the [GEC Coordinator](#) via email.

PhD Dissertation

The psychology PhD requires successful completion of at least 111 course credits, including dissertation credits. In addition to the courses you took as part of your MS, your PhD coursework will typically include:

Course	Notes per Category	Total Credits
Credits from MS (except PSY 501 and PSY 503 credits)	PSY 501 and PSY 503 cannot be counted toward the PhD	At least 36
Concentration Electives:		At least 24
Additional Basic Content Core courses: PSY 531 Behavior Neuroscience PSY 541 Cognition PSY 551 Lifespan Development PSY 561 Social Psychology PSY 581 Clinical Research and Theory PSY 591 Health Psychology	The three courses not taken to meet the Basic Content Core can be taken as Electives.	
Internship: PSY 510 Field Experience in Human Services (1-6)		
Concentration Electives (grad courses): PSY 599 Special Topics* PSY 640 Topics in Engineering Psychology (4)* PSY 643 Applied Cognition	*Indicates a repeatable course	

PSY 649 Advanced Engineering Psychology PSY 660 Topics in Applied Cognition (4)* PSY 690 Topics in Health Psychology (4)* PSY 697 Grad Psych Science of Teaching and Learning PSY 699 Special Topics*		
Electives other than those listed above, within and outside SPS	As approved by your Graduate Committee	
PSY 603 Dissertation	Variable Required coursework for the PhD totals 96 credits; the remaining 15 credits to total 111 can be 603 credits	At least 36
PSY 601 Research	Variable	Variable
Total		At least 111

Dissertation Proposal

The fifth degree milestone is a dissertation proposal. You are expected to prepare the proposal and orally defend it within one calendar year of completing your prelims.

The proposal should evidence in-depth knowledge of your dissertation topic, and provide a detailed outline of your planned dissertation research. During the proposal defense, you give a brief (typically 15-20 minutes) overview of the proposed topic and research plan, and then answer questions from the committee members about the research you plan. Note that the GCR is not required to attend your proposal defense (but will be required to attend your final thesis defense).

Approval of Dissertation Proposal

After you have presented your proposal, your committee will decide whether to (a) approve it, or (b) decline to approve the project but invite a revision. The committee will reach its decision and notify you within one week of the proposal presentation. If a revision is required, the committee will provide a list of the changes that will be required before the proposal will be approved. The revised proposal will be due four weeks after you receive the list of changes.

Your major advisor should notify the [GEC Coordinator](#) by email when your proposal has been approved.

Missing or Failing the Dissertation proposal

If you fail to submit your dissertation proposal within one year of passing your preliminary exams, or your first attempt is not approved, you have one retake attempt. If you miss or fail the retake attempt, you will be dismissed from the program. If you anticipate not being able to meet the deadline, discuss the situation with your major advisor and consider what options are available (see [Waive or Modify Program Requirements](#) and [Leave of Absence](#)).

Dissertation Exam

The sixth and final degree milestone is a dissertation exam (aka “defense”). You are expected to complete your dissertation defense by the end of your fifth year.

At the completion of your dissertation research, and after you have completed the coursework on your POS, you will submit an APA-styled report of the study and complete a final oral defense of the project before the committee. The report should follow the Graduate School's "[Thesis Guide: Preparing a Thesis or Dissertation at OSU](#)". You should allot at least two hours for the defense meeting.

At least two weeks prior to the exam, you must do three things:

1. Distribute examination copies of your thesis to all committee members, including the Graduate Council Representative.
2. Schedule the exam with the Graduate School using the form [here](#).
3. Submit pretext pages of the thesis to the graduate school. You can download a template and get more information [here](#).

The final oral examination consists of a public thesis defense followed by a closed session of the examining committee with the candidate. The public portion of the exam is generally limited to one hour. To pass the exam, you must receive no more than one negative vote from the examining committee. A student who fails the defense will be allowed one opportunity to re-take it. A student who fails both the first and second attempts at the defense will be dismissed from the program.

The dissertation will be reviewed during the defense and revisions may be required after the examination; your graduate committee will determine who will approve the revisions. After revisions are completed and your dissertation has been approved, your major advisor should notify the [GEC Coordinator](#) by email. The Graduate School also requires you to complete several pieces of additional paperwork. Details on the Grad School's final submission requirements are available [here](#).

As stipulated by the Graduate School, your final oral examination must be taken within nine years of the term you began the PhD program; however, you should be aware that your final oral examination must take place within five years of completing your prelims, otherwise you will be required to retake your prelims. Extensions of this time limit may be requested by submitting a petition to the Graduate School.

Finishing Up

Student completing their MS or PhD have the option to receive a diploma, participate in commencement, and bind their thesis/dissertation:

- Receive a diploma: <https://gradschool.oregonstate.edu/forms#diploma> (apply at least two weeks before your final exam date)
- Participate in commencement: <https://gradschool.oregonstate.edu/current/commencement>
- Binding the Dissertation: <http://gradschool.oregonstate.edu/progress/thesis-guide>.

For information on completion/commencement deadlines, see:

- MS: <https://gradschool.oregonstate.edu/current/masters-students#deadlines>
- PhD: <https://gradschool.oregonstate.edu/current/doctoral-students#deadlines>

Binding your dissertation

SPS maintains bound copies of dissertations for reference in our library. Your advisor will also appreciate a copy, and you will want a bound copy for yourself as well. Note that the cost of binding is not covered by SPS.

These are the requirements for binding of the final, accepted, signed-off document.

To be submitted to the School of Psychological Science:

General format

Black binding, gold lettering (no italics, 18 point News Gothic font) on book spine and front cover “Basic Binding Square back” in “New Black” binding material if document is less than 1 inch thick “Library Standard Rounded back” in “New Black” binding material if document is over 1 inch thick

On spine

Top 1/3: First name, Last name Center: Ph.D.

Bottom 1/3: Year

On front cover

Top 1/3: Title of the dissertation Center: Name

Annual Progress Report

Near the end of each academic year, the GEC will ask for a review of your progress toward degree. The review form will ask you to indicate which milestones you’ve achieved, and will ask you and your advisor to provide a short assessment of your progress over the past year and your plans for the next year. You and your advisor will each complete your respective portions of the review form, and will then meet to compare your responses and discuss any points of disagreement. After that, you’ll return the signed form to the [GEC Coordinator](#).

Colloquium Series

As a member of SPS, you are expected to regularly attend and participate in School events, including the colloquium series.

Waive or Modify Program Requirements

You may petition the GEC to:

1. Modify the deadlines for your degree milestones.
2. Waive coursework requirements.
3. Transfer coursework.
4. Waive degree milestones.
5. Change your major advisor.
6. Modify degree requirements in other ways that directly impact your standing in the degree program.

A petition to change the deadline for a milestone should be filed at least eight (8) weeks before the original deadline. Any petitions that are not submitted consistent with this timeframe will likely not be approved prior to the original due date.

Any petitions to waive coursework or degree milestones must be made within one (1) calendar year from the start of your matriculation in the PhD program (usually first day of Fall term for new students).

Note that this petition process is solely for SPS degree requirements. The Graduate School, administration, etc. may have separate petition processes that are required for any of their

degree/employment requirements. It is your responsibility as a student to ensure compliance with procedures external to SPS.

See the [Finding Forms and Materials](#) section for links to the petition form.

Funding

Funding Your Program

Most SPS students are funded by Graduate Assistantships, Graduate Fellow Appointments, OSU awards or an external source. Students are also permitted to self-fund.

Assistantships

Graduate teaching and research assistantships provide financial support for your education. If you receive one, it will generally include a tuition waiver, 90% paid health insurance, and a stipend. All graduate assistants are required to be enrolled in a minimum of 12 credit hours during each term of appointment. Assistantship appointments range from 0.35 FTE to 0.49 FTE (FTE meaning full-time employment).

Graduate Teaching Assistantship (GTA)

PhD students who meet the eligibility requirements will be considered for annual graduate teaching assistantships (GTAs). Duties will typically be assigned for 20 hours/week, though exact appointments may vary depending on the student's status. Stipend and working conditions are set by the collective bargaining agreement that the graduate student union, the Coalition of Graduate Employees, has with the university. More information about the graduate student union can be found at <http://cge6069.org>.

SPS makes an effort to ensure GTA opportunities for all PhD students. SPS applies the following criteria for prioritizing students for TA positions:

- the student is making satisfactory academic progress, including timely completion of program milestones
- the student's performance in previous assistantships has been satisfactory

Teaching assistants (TAs) must complete the online FERPA training and quiz module before beginning teaching duties. Students who are not native English speakers will be required to take the internet-based TOEFL (iBT) before they can be appointed as TAs. Students who receive a score of less than 22 on the speaking subtest of the TOEFL will be required to take further English language training, with costs to be covered by SPS.

More information on your responsibilities as a TA in SPS can be found in the [Teaching](#) section. Additional details on GTAs more generally can be found at <http://gradschool.oregonstate.edu/finance/graduate-assistantships>.

More details on the requirements for international TAs can be found at <http://gradschool.oregonstate.edu/finance/graduate-assistantships/international-graduate-teaching-assistants>.

Graduate Research Assistantship (GRA)

Research assistants (RAs) typically work on a grant-funded faculty research project. Responsibilities may include running research participants, analyzing data, and preparing manuscripts.

Scholarships, Fellowships and Grants

Students may also apply for their own grant funding. Small grants can provide funding for travel, participant payments, or supplies, while large grants can fund a research assistantship, stipend, benefits, and travel.

Selected small grants:

[APA Early Graduate Student Researcher Award](#)

[Loren Frankel Student Research Award](#)

[APA Dissertation Award](#)

[Mental Health Dissertation Research Grant to Increase Diversity](#)

[Melissa Institute Dissertation Research Awards](#)

[Foundation for Rehabilitation Psychology Dissertation Award](#)

National fellowships:

[National Science Foundation](#)

[National Institutes of Health](#)

Useful links from the graduate school:

[Scholarships and fellowships administered by the graduate school](#)

[Fellowships at OSU and beyond](#)

[Tuition support programs](#)

[Graduate travel award](#)

Teaching

As funds allow, most PhD students in SPS will receive financial support through a GTA. Your responsibilities as a TA may include things like planning and delivering lectures, holding office hours, marking assignments, and submitting end-of-term grades. You'll generally work under the supervision of an experienced teacher, who will help you to determine the structure and content of the course and to develop a syllabus, lesson plans, slides, and other materials. For students seeking a career in academia, a TA position is an excellent way to learn pedagogy, lesson planning, and classroom culture.

Assessment

Your performance as an instructor will be assessed in two ways. First, if you are the instructor of record for a class, your students will complete an online student evaluation of teaching at the end of the term. This will provide quantitative ratings of your perceived effectiveness, along with qualitative feedback and suggestions. Second, your supervisor will complete an employee evaluation form that discusses how well you've met your job expectations, and will meet with you to discuss it.

Your supervisor will discuss your job duties and expectations when you are assigned a specific course to TA. However, there are some general responsibilities you'll hold regardless of which particular class you assist with.

Maintaining Student Privacy

The privacy of students' educational and financial records is protected by a federal law known as FERPA (the Family Education Rights and Privacy Act of 1974) and by Oregon state law and regulations. These laws protect the privacy of all student records maintained by the university, including electronic and paper records.

As a TA, you are responsible for complying with the laws that protect student privacy. This means, for example, that you may not share student records with any unauthorized person, including the parents of dependent students. It also means that you must not store student records on any shared computers or hard drives.

Before you are allowed access to student records as a TA, you will be required to complete an online training module on FERPA and FERPA compliance. See <https://registrar.oregonstate.edu/ferpa-training-module>.

Accommodating Students with Disabilities

Students with disabilities have the right to an equal opportunity to learn, and an equal opportunity to participate in and benefit from the academic community. As a TA, you have the responsibility to provide reasonable accommodations to students with documented disabilities.

The university office of Disability Access Services (DAS) will notify you by email if a student in your class has a documented disability, and will identify appropriate accommodations for the student. If you receive an email from DAS, please review it and submit any requested information. Feel free to contact DAS if you have questions or concerns.

Please also be sure to maintain student confidentiality, especially around other students.

You can find more information on your responsibilities as an employee at <http://ds.oregonstate.edu/facultyguidelines>.

DAS also offers training on classroom accommodations. If you are interested, you can learn more about these training programs and enroll at <https://pace.oregonstate.edu/catalog/disability-access-services-faculty-training>

Resources and Support

Handbook

This handbook is your guide to the Psychology graduate program and facilities. Please keep it as a resource during your tenure as a student in our program.

Program and School Resources

Major Advisor

Each student has different needs and learning goals and every major advisor has a style of advising, which means that every student/advisor relationship will be different. In general, you should be able to rely on your major advisor to:

- Make sure your research and professional development are held to and meet rigorous standards
- Help you define your interest and choose appropriate course work
- Provide guidance on designing and carrying out your research
- Alert you to pertinent job opportunities during your program and after graduation
- Help you identify and network with professionals in your field
- When appropriate, offer guidance on career and personal decisions affecting professional development

Graduate Education Committee

Chair: Jason McCarley | jason.mccarley@oregonstate.edu

The SPS Graduate Education Committee (GEC) is made up of graduate faculty members in the School of Psychological Science and is responsible for creating and regulating policies and systems that support the graduate program. The GEC Chair, also known as the Graduate Program Director, can answer questions about the graduate program policies and resources.

GEC Coordinator

Nicole Wolf | Reed 127 | 541-737-1369 | nicole.wolf@oregonstate.edu

The GEC Coordinator helps support the SPS graduate program and the GEC. The Coordinator serves as a resource for both graduate students and major advisors regarding the details of the graduate program. The Coordinator can answer questions on the content, timeline, policies and logistics of the graduate program, as well as teaching assignments

SPS Office Manager

Shirley Mann | Reed 119 | 541-737-1360 | shirley.mann@oregonstate.edu

The Office Manager can answer questions about personnel and HR matters, reimbursements, research and development funds, and related matters. The Office Manager is also the Reed Lodge building manager and handles requests pertaining to the safety, repair, and maintenance of Reed Lodge (e.g., water leaks, blown fuses, etc.). The Office Manager is also the assistant to the School Director.

Gen Psych Program

Director: Regan Gurung | regan.gurung@oregonstate.edu

Coordinator: Ameer Almuaybid | Reed 123 | ameer.almuaybid@oregonstate.edu

The Gen Psych (General Psychology) Program is responsible for overseeing coursework and instruction in PSY 201 and PSY 202 course sections. The Coordinator can answer questions and address logistic issues pertaining to the general psychology courses and the Director typically serves as the supervisor for GTAs who are instructors of record on course sections.

HR Supervisors

Students on GTA assignments have an HR supervisor who is the first point of contact for employment-related issues including work assignments and absences. When GTAs teach General Psychology, the Director of the General Psychology Program is the HR supervisor. Supervisors for GTAs teaching other courses will be identified at the time of contract. The GTA and supervisor will receive a position description to sign at the beginning of the academic year.

SPS Graduate Program Student Resources Website

Information about the PhD program and other resources for graduate students can be found on the [Graduate Psychology page of the SPS website](#).

Graduate School Resources

The OSU Graduate School provides guidance and resources to current and future students, including information on academic progress, funding and tools to facilitate successful graduates.

Visit the [Graduate School website](#) for additional information and access to the resources.

Managing your Health and Wellness

Your health and wellness are vital to your education and the quality of your work. If you are struggling, some of these University resources may be of benefit.

Student Health Services (SHS)

Plageman 201 | 541-737-9355 | studenthealth.oregonstate.edu

[Student Health Services](#) clinicians, health educators, and other highly skilled health professionals provide campus-wide comprehensive primary health care, disease prevention and treatment services, and extensive health promotion for all OSU students.

Student Health Insurance Office

Plageman 117 | 541-737-6748 | studenthealth.oregonstate.edu/insurance

The staff in the [Student Health Insurance Office](#) are available to answer any questions you have about student health insurance, including how to enroll, understanding your plan, and abiding by its policies and requirements.

Counseling and Psychological Services (CAPS)

Snell 500 | 541-737-2131 | counseling.oregonstate.edu

[CAPS](#) provides counseling, consultation, outreach and education to OSU students, faculty, and staff. Through these services, CAPS facilitates students' academic success, mental health, and personal development and promotes a culture of positive mental health at OSU.

Survivor Advocacy & Resource Center (SARC)

Plageman 311 | 541-737-2030 | survivoradvocacy@oregonstate.edu | studenthealth.oregonstate.edu/sarc

The [Survivor Advocacy and Resource Center](#) serves as a first point of contact for survivors and their allies. SARC provides information about survivors' choices and their rights, referrals to other services, and support for their right to regain control over their lives. SARC is committed to listening, believing and supporting survivors and providing resources to aid in the healing process.

Human Services Resource Center (HSRC)

Champinefu Lodge | 541-737-3747 | studentlife.oregonstate.edu/hrsc

The [HSRC](#) provides direct service, outreach, education, and referral services to OSU students that help alleviate the effects of hunger, poverty, and other human needs, allowing students to focus on a quality education.

Childcare and Family Resources

Champinefu Lodge 211/213 | 541-737-4906 | familyresources.oregonstate.edu

The [Family Resource Center](#) is here to support all families on the OSU Corvallis campus. See their website for information about child care assistance programs, breastfeeding/lactation room information, upcoming events, information about free care.com memberships and much more.

Grievances, Advocacy & Mediation

The following resources are all available to help you resolve any issues that are affecting your experience here at OSU. Please review your options carefully and contact the resource that is right for you and your situation.

School of Psychological Science

You are always welcome to discuss any issues with the [Graduate Education Committee \(GEC\) Chair](#) or SPS Director. We are committed to providing you with a quality education and a positive experience, and will take any complaints seriously. If your issue is beyond the scope of the department, we can refer you to more appropriate resources.

Graduate School

Heckart Lodge | 541-737-4881 | gradschool.oregonstate.edu

If you would like to file a formal grievance at the University level, please refer to the Graduate School's [grievance procedures for graduate students](#). These procedures are designed to maintain harmonious relations among students, faculty, and staff and address all facets of graduate education and employment of graduate students at OSU, except for those explicitly noted.

Office of Equal Opportunity and Access (EOA)

Snell 330 | 541-737-3556 | eoa.oregonstate.edu

Individuals who feel they are being treated unfairly because of a protected status such as race, gender, sexual orientation, gender identity, physical ability, or individuals who believe they are subject to retaliation for engaging in a protected activity or to behavior that rises to the level of bullying should [contact EOA](#). Through EOA, students can begin an informal process to resolve a disagreement or file a formal complaint.

University Ombuds Office

Waldo 116 | 541-737-4537 | ombuds.oregonstate.edu

The [Ombuds](#) is a designated neutral or impartial conflict resolution practitioner who provides confidential and informal assistance to visitors on a variety of issues and concerns. The Ombuds Office operates independently and has no formal decision-making authority or disciplinary responsibilities. Ombuds do not act as advocates for any one position in a dispute; rather they strive for fairness of process and healthy campus conflict resolution. If you are not sure where to take your concern, the Ombuds is a safe place to start.

Associated Students of Oregon State University (ASOSU)

Student Experience Center 250 | asosu.oregonstate.edu

[ASOSU](#) can help you with issues pertaining to academic dishonesty, financial aid, privacy, student conduct, tuition and fees, on-campus disputes with law enforcement, faculty misconduct, grade appeals, parking, and more.

Coalition of Graduate Employees (CGE)

101 NW 23rd St | 541-757-7141 | cge6069.org

[CGE](#) represents the interests and rights of OSU's graduate employees through the bargaining and maintenance of a fair working contract. CGE strives to create a community empowered to advocate for collective issues. For grievances concerning graduate student employment, please refer to the [CGE Contract Resources webpage](#).

University Requirements and Policies

The content in this section has been provided by the OSU Graduate School and may repeat some content in previous sections. If discrepancies exist between the following content and the content in previous sections, please contact the [GEC Chair](#).

Some policies may have been updated since this Handbook was approved. Please check the [Graduate Catalog](#) for continuously updated policy content.

Graduate School

What is the Graduate School?

- The Graduate School at OSU assures quality and consistent interpretation of Graduate Council policies related to graduate education across all programs. The [OSU Catalog](#) is the official source for information regarding OSU graduate education policy and procedures. It is the student's responsibility to refer to the catalog for this information.
- The Graduate School supports students throughout the academic [lifecycle](#), from admissions to degree completion.
- The Graduate Schools offers an array of [professional development opportunities](#) specific to the success of graduate students. Topics covered in these offerings include: research and ethics, teaching and facilitation, writing and communication, leadership and management, career skills, grad life and wellness. Please visit the Graduate School links to browse our student success offerings.

University Emergency Contacts

OSU is dedicated to providing a safe and secure learning and living environment for its community members. The [Department of Public Safety](#) provides resources, information, emergency phone numbers, and protocols for maintaining personal safety. Sign up for [OSU Alerts](#) to get timely messages delivered right to your phone or inbox regarding university closures and other emergency situations.

Academic and Support Resources

OSU offers a wide array of academic and support resources designed to meet graduate student needs. Some of the more commonly used resources are included below. For a more complete list, please visit the [Graduate School's Student Resources web page](#). Note that some services are campus-specific. See also [OSU Cascades Campus Life](#) and [Ecampus Student Services](#) for services specifically provided to graduate students pursuing degrees or certificates via those specific venues.

[Campus Safety](#) – Emergency phone numbers, university alerts

[Career Development Center](#) – Resume/CV, networking, job search strategies

[Childcare and Family Resources](#) – University child care centers, child care assistance

[Counseling and Psychological Services \(CAPS\)](#) – Individual and group counseling

[Cultural Resource Centers](#) – Cultural based community centers, social support

[Disability Access Services \(DAS\)](#) – Academic accommodations

[Equal Opportunity and Access \(EOA\)](#) – Employment accommodations, discrimination or bias response
[Financing your education](#) – Funding options and information, graduate awards

[Graduate Student Commons](#) – Lounge, study space, reservable meeting rooms
[Graduate Writing Center](#) – Writing workshops, groups, and 1:1 writing coaching
[Health Insurance](#) – Plans for graduate students and graduate employees
[Human Services Resource Center \(HSRC\)](#) – Food pantry, housing and food stamp assistance
[Institutional Review Board \(IRB\)](#) – Review for human subjects research
[Office of International Services \(OIS\)](#) – Visa and immigration advising
[Ombuds Conflict Management Services](#) – Informal, impartial conflict resolution advising
[Recreational Sports](#) – Dixon Recreation Center, intramural sports
[Statistics Consulting Service](#) – Graduate student research statistical advising
[Student Health Services \(SHS\)](#) – Clinic and pharmacy
[Student Multimedia Services \(SMS\)](#) – Poster printing, equipment and laptop loans
[Transportation Services](#) – Parking permits, bike, bus, SafeRide
[Valley Library](#) – Reference and research assistance, study spaces, research tools

Committee Membership

Graduate Council Representative

A Graduate Council Representative (known as a GCR or Grad Rep) is required for all doctoral committees, all M.A.I.S. committees, and all master's degrees involving a thesis. Your GCR represents the OSU Graduate Council and ensures that all rules governing committee procedures are followed. Your GCR must be present at your formal exam(s), and will be responsible for some of the paperwork that the Graduate School requires. Per Graduate School guidelines, the GCR will also lead your committee's roundtable discussion following your final oral exam. Your GCR must be a graduate faculty member outside your major and minor area.

The GCR is a full voting member of your graduate committee. Many students select a GCRs who can also add disciplinary expertise. Select your GCR using the [online GCR list generation tool](#) and be sure to allow ample time for this selection process. If you run into difficulty finding a GCR to serve on your committee, you can re-generate the list until you find someone who is willing to serve.

Policy on non-OSU committee membership

Your [graduate committee](#) guides your course work and research and serves as your final examining committee. It is generally expected that all committee members or approved substitutes must be present for all formal meetings with the student (e.g. final oral exams). If you have a special case in which a committee member may need to participate remotely, you and your committee must assure that all the conditions for remote participation are met.

If the faculty member is not a member of the [Graduate Faculty](#) or is not approved for the role proposed, your major department/program will need to nominate the proposed member to act in those roles using the [Nomination to Graduate Faculty form](#). Committee structure will be evaluated when your program of study is received by the Graduate School and when you schedule your formal examination(s).

Deadlines Related to Program of Study, Exam Paperwork, etc.

Please read the [minimum deadlines](#) as defined by the Graduate School. Programs can require a more rigorous set of deadlines. Students are expected to check with their program and the Graduate School regarding specific deadlines unique to the term and academic year they plan to complete their degree requirements.

Registration

The [OSU Schedule of Classes](#) is available online and contains academic regulations and registration procedures that apply to all students in the university, as well as the final examination week schedule. The online [catalog](#) is the source for up-to-date changes for the current and immediately upcoming term. It is your responsibility to register for the appropriate number of credits that may be required for any funding eligibility and/or to meet the requirements of the continuous enrollment policy. Problems arising from registration procedures, such as late registration, adding or withdrawing from courses after deadlines, or late changes from letter or S/U grading are resolved through the [petition for late change in registration](#) filed with the Graduate School. A late registration fee may be applied.

Students are responsible for staying current on registration requirements that may supersede the Graduate School requirements (i.e., international, financial aid, veteran's).

Minimum Course Loads

Course load requirements for graduate students are established by the Registrar and the Graduate School. You are considered a "full-time" graduate student if you are registered for 9–16 credits in a given academic term. You are considered a "part-time" graduate student if you have less than nine credits. If you are a degree-seeking student, you must be registered for a minimum of three graduate credits in any term you wish to be enrolled and access university resources, including the term of the final defense.

Students are responsible for staying current on course load requirements that may supersede the Graduate School requirements (i.e., international, financial aid, veteran's).

Continuous Graduate Enrollment

All graduate students enrolled in a degree program must register continuously for a minimum of 3 graduate credits each term (fall, winter, and spring terms) until all degree requirements are met, regardless of student's location. Students on approved leave are exempt from the continuous enrollment policy for the term(s) they are on leave.

Graduate students who use facilities or faculty/staff time during summer session are required to register for a minimum of 3 credits during the summer session. Students defending in the summer term are required to register for a minimum of 3 graduate credits.

Students may appeal the provisions of the continuous graduate enrollment policy if extraordinary circumstances arise by submitting a detailed request in writing to the Dean of the Graduate School.

Scheduling difficulties related to the preliminary oral exam or the final oral exam are not considered an extraordinary circumstance.

Graduate assistantship eligibility requires enrollment levels that supersede those contained in this continuous enrollment policy. Various agencies and offices maintain their own registration requirements that also may exceed those specified by this continuous enrollment policy (e.g., those of the Veterans Administration, Immigration and Naturalization Service for international students, and those required for federal financial aid programs.) Therefore, it is the student's responsibility to register for the appropriate number of credits that may be required for funding eligibility and/or compliance as outlined by specific agency regulations under which they are governed.

NOTE: Students who are pursuing a certificate only are not subject to the continuous enrollment policy.

Leave of Absence

Leave of Absence status is available to eligible students who need to suspend their program of study for good cause. The time the student spends on approved leave will be included in any time limits prescribed by the university relevant to degree completion. Students on approved leave may not a) use any university facilities, b) make demands upon faculty time, c) receive a fellowship or financial aid, or d) take course work of any kind at Oregon State University. [Leave of Absence/Intent to Resume Graduate Study Forms](#) must be received by the Graduate School at least 15 working days prior to the first day of the term involved. Family Medical Leave (FML) may be granted at any point during a term. FML inquiries should be directed to medical.leave@oregonstate.edu. *NOTE:* Students who are pursuing a certificate only are not subject to the Leave of Absence Policy.

Unauthorized Break in Registration

Degree seeking graduate students who take an unauthorized break in registration relinquish graduate standing at the University.

To have graduate standing reinstated after an unauthorized break, students are required to reapply to their program (complete the online graduate admission application, pay the application fee, and may be required to register for three graduate credits for each term of unauthorized break in registration). It is advisable that students in this situation state that they are applying for readmission in the application packet. A reapplication does not ensure admittance to the program.

Grievance Procedures

All students desiring to appeal matters relating to their graduate degree should follow the grievance procedures for Graduate Students. These procedures are available at <https://gradschool.oregonstate.edu/progress/grievance-procedures>. Graduate assistants, whose terms and conditions of employment are prescribed by the [collective bargaining agreement](#) between OSU and the Coalition of Graduate Employees, American Federation of Teachers Local 6069, should also refer to that document and seek guidance from OSU's Office of Human Resources.

Grade Requirements and Program of Study

A grade-point average of 3.00 is required: 1) for all courses taken as a degree-seeking graduate student, and 2) for courses included in the graduate degree or graduate certificate program of study. Grades below C (2.00) cannot be used on a graduate program of study. A grade-point average of 3.00 is required before the final oral or written exam may be undertaken. Enforced graduate-level prerequisite courses must be completed with a minimum grade of C. Programs may have more stringent grade requirements than those prescribed by the Graduate School.

Incomplete Grades

An “I” (incomplete) grade is granted only at the discretion of the instructor. The [incomplete](#) that is filed by the instructor at the end of the term must include an alternate/default grade to which the incomplete grade defaults at the end of the specified time period. The time allocated to complete the required tasks for the course may be extended by petition to the University Academic Requirements Committee. You can obtain the form from the Registrar’s Office. It is the student’s responsibility to see that “I” grades are removed within the allotted time.

Student Conduct and Community Standards

Graduate students enrolled at Oregon State University are expected to conform to basic regulations and policies developed to govern the behavior of students as members of the university community. The Office of Student Conduct and Community Standards (SCCS) is the central coordinating office for student conduct-related matters at Oregon State University.

Choosing to join the Oregon State University community obligates each member to a code of responsible behavior which is outlined in the [Student Conduct Code](#). The assumption upon which this Code is based is that all persons must treat one another with dignity and respect in order for scholarship to thrive.

Violations of the regulations subject a student to appropriate disciplinary action.

Academic Dishonesty

Academic Dishonesty is defined as an act of deception in which a student seeks to claim credit for the work or effort of another person, or uses unauthorized materials or fabricated information in any academic work or research, either through the Student’s own efforts or the efforts of another. It includes:

- CHEATING — use or attempted use of unauthorized materials, information or study aids, or an act of deceit by which a Student attempts to misrepresent mastery of academic effort or information. This includes but is not limited to unauthorized copying or collaboration on a test or assignment, using prohibited materials and texts, any misuse of an electronic device, or using any deceptive means to gain academic credit.
- FABRICATION — falsification or invention of any information including but not limited to falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.
- ASSISTING — helping another commit an act of academic dishonesty. This includes but is not limited to paying or bribing someone to acquire a test or assignment, changing someone’s

grades or academic records, taking a test/doing an assignment for someone else by any means, including misuse of an electronic device. It is a violation of Oregon state law to create and offer to sell part or all of an educational assignment to another person (ORS 165.114).

- TAMPERING — altering or interfering with evaluation instruments or documents
- PLAGIARISM — representing the words or ideas of another person or presenting someone else’s words, ideas, artistry or data as one’s own, or using one’s own previously submitted work. Plagiarism includes but is not limited to copying another person’s work (including unpublished material) without appropriate referencing, presenting someone else’s opinions and theories as one’s own, or working jointly on a project and then submitting it as one’s own.

Academic Dishonesty cases are handled initially by the academic units, following the process outlined in the University’s Academic Dishonesty Report Form, and will also be referred to SCCS for action under these rules.

Office of Equal Opportunity and Access

The OSU [Office of Equal Opportunity and Access](#) defines sexual harassment as the following:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or education-related decisions affecting such an individual; or
- Such conduct is sufficiently severe or pervasive that it has the effect, intended or unintended, of unreasonably interfering with an individual’s work or academic performance because it has created an intimidating, hostile, or offensive environment and would have such an effect on a reasonable person of that individual’s status.

Employee conduct directed towards a student – whether unwelcome or welcome – can constitute sexual harassment under OAR.

There are two confidential resources to discuss reporting options: Center Against Rape and Domestic Violence (CARDV) provides 24/7 confidential crisis response at 541-754-0110 or 800-927-0197, and OSU Sexual Assault Support Services is available weekdays at 541-737-7604.

Student Records

Both federal and state laws permit Oregon State University staff to release directory information (e.g. name, address, degree program, birth date) to the general public without your consent. You can prohibit the release of directory information to the public by signing the Confidentiality Restriction form available from the Registrar’s Office. It will not prohibit the release of directory information to entities of Oregon State University that have a “need to know” to accomplish their required tasks. It further will not prohibit Oregon State University departments from including your name on mailing lists for distribution of materials that are essential to your enrollment at Oregon State University.