

Course Requirements for Graduate Students Earning Master's and PhD

Department of Psychology
Kansas State University

The following is an outline of the course requirements that will apply to all graduate students admitted to the Graduate Program in the Department of Psychology who will be earning **both a Master's and PhD**. Please note that you will need to submit Program of Study forms (samples attached) to the Graduate School in order to defend your Master's thesis and Doctoral dissertation. These forms can be found online at <http://www.k-state.edu/grad/gscurrent/guideforms/index.htm>.

I. MASTER'S DEGREE REQUIREMENTS

A minimum of 30 total credit hours is required by the Graduate School to obtain a Master's degree. Of these 30, a minimum of 6 and a maximum of 8 credits must be Master's thesis research (PSYCH 899) credit hours. The remaining 22-24 credit hours will come from the required department coursework, and/or advanced courses (listed below).

ALL graduate students in Psychology must complete the coursework below (Quantitative Sequence, Ethics, and 5 Core Courses) as per department requirements. The Quantitative Sequence and the Ethics course should be completed in the first three semesters. Completion of the core courses is not required for earning the Master's degree, but students are urged to complete the core course requirement as soon as possible. It should also be noted that *with the exception of the first semester*, students must be enrolled in at least one hour of research credit every semester until their degree is completed.

Course(s)		Credit Hours
	<i>Quantitative Sequence:</i>	
PSYCH 802	Quantitative Methods in Psychology (w/ Lab)	04
PSYCH 805	Experimental Design	03
PSYCH 956	Seminar in Psychological Measurement (Must be taken as Multivariate Statistics)	03
PSYCH 968	Seminar in Professional Problems (Ethics)	03
All students must take at least 5 out of the following 9 core courses (3 hrs. each): 15		
PSYCH 775	History of Current Trends	
PSYCH 803	Physiological Psychology	
PSYCH 804	I/O Psychology	
PSYCH 810	Learning	
PSYCH 812	Perception	
PSYCH 814	Advanced Cognitive Psychology	
PSYCH 816	Psychology of Health	
PSYCH 820	Personality Theory and Research	
PSYCH 830	Pro-Seminar in Social Psychology	
PSYCH 899	Master's Thesis Research Credit Hours (number of hours dependent upon other coursework)	6-8

Note: It is possible that some students will take more than 30 credit hours by the time they defend their Master's thesis. However, only 30 credit hours are necessary for the Master's degree. Any additional credit hours that are completed prior to earning the Master's degree may be listed on your Doctoral Program of Study, thus counting toward the credit hours required for a Doctoral degree. Any credit hours listed on a Master's Program of Study will count towards the Master's degree and may not be listed on the Doctoral Program of Study.

Graduate School Checklist for Master's Degree:

- ❑ **Submit a copy of your Master's program of study with original signatures plus 4 copies (a total of 5 copies)** to the Graduate School in 103 Fairchild Hall. The document must be signed by your committee members, the department head, and yourself. *The Graduate School urges students to submit a program of study in their 2nd semester at K-State, but no later than the semester before you plan to receive your Master's degree.*

Note:

- Your committee should consist of your major advisor, one other faculty member in your area, and another faculty member outside of your area, either from another area of Psychology or from another department (depending on your thesis topic). You and your advisor will decide who is best to ask to be on your committee.
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- ❑ **Ensure that your IRB/IACUC training is up to date.** If you completed IRB training for Ethics in your first semester, your certification is valid for 3 years. After that you'll need to renew your training. You are required to receive review board approval for any research studies you conduct using humans or animals, so when planning the timeline for your degrees, be sure to allow for the weeks it will take for the review process to be completed.
 - *Human subjects IRB training modules can be found at:*
<http://www.k-state.edu/research/comply/irb/training/index.htm>
 - *Animals subjects IACUC requirements include both an application and training module completion.*
 - *The application can be found at:*
<http://www.k-state.edu/research/comply/iacuc/forms/index.htm>
 - *The training modules can be found at:*
<http://www.k-state.edu/research/comply/iacuc/training/index.htm>
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- ❑ When your document is finalized and ready for submission to your supervisory committee, you are ready to **schedule your defense (final examination)**. You will need to submit your "Approval to Schedule Final Examination" form signed by your committee members and the department head, along with a copy of your thesis title page and abstract to the Graduate School *at least 2 weeks prior to your defense date.*

Note:

- You should provide members of your committee with the final copy of your thesis two weeks before your defense.
- After submitting your Approval to Schedule form, the Graduate School will send you an email to confirm that your requirements have been met, and your advisor will receive a final examination ballot to be signed at your defense.
- Review graduation and commencement deadlines set by the Graduate School, especially if you will be defending your thesis at the end of a semester, to ensure that you complete all requirements by the necessary deadlines. There are several deadlines that must be met for graduation and commencement. The earliest deadlines typically occur approximately a month and a half before the end of the semester. (<http://www.k-state.edu/grad/gscurrent/guideforms/comminfo.htm>).

- ❑ The Psychology Department requires that you post at least two copies of an 8" x 10" poster to advertise your final examination so that individuals may attend. Obtain a template for the poster by emailing Ila (axton@ksu.edu). You may make changes to the design (e.g., font type, size) as you wish, but the information listed on the template must be included.

- ❑ **Submit the final examination ballot to the Graduate School** after the supervisory committee has signed. Retain one copy for personal file and give your major professor one copy. *This should be done as soon as possible; take special note of Graduate School deadlines if your defense takes place close to graduation and commencement deadlines.*

- ❑ Make any necessary changes to your thesis document (as requested by your committee) and **prepare your ETDR** as directed on the Graduate School website (<http://www.k-state.edu/grad/etdr/index.htm>). *Again, pay close attention to the Graduate School graduation and commencement deadlines if your defense occurs at the end of the semester.*
- ❑ Pay your ETDR fee (\$100) online in iSIS, or at the Cashier's Office in Anderson Hall.
- ❑ If attending commencement, deadlines and information about the event are available on the Graduate School website (<http://www.k-state.edu/grad/gscurrent/guideforms/comminfo.htm>).

II. PRELIMINARY EXAMINATION REQUIREMENTS

After earning a Master's degree, all students must pass a preliminary examination in order to become a Doctoral candidate. A Doctoral Program of Study must be submitted to the Graduate School prior to scheduling the preliminary exam.

In the Department of Psychology, the format of the preliminary exam varies across the four areas of specialization, with some areas offering multiple formats. If exam format options are available in your area, you should decide with your major advisor which option is most appropriate for you.

Graduate School Checklist for Prelims:

- ❑ **Submit a copy of your Doctoral program of study with original signatures plus 4 copies (a total of 5 copies)** to the Graduate School in 103 Fairchild Hall. The document must be signed by your committee members, the department head, and yourself. *Your Doctoral Program of Study must be submitted before you schedule your preliminary examination.*

Note:

- Your Doctoral committee should consist of your major advisor, and three other faculty members, one of whom is from outside of the Department. You and your advisor will decide who is best to ask to be on your committee.

Once the supervisory committee and the student decide when the examination is to be taken:

- ❑ Submit a completed "Request for Preliminary Examination Ballot" form to the Graduate School in 103 Fairchild Hall *at least one month before the scheduled date.*
- Note:***
- A ballot is sent to the major professor by the Graduate School, for committee members to sign upon completion of the examination.
 - The preliminary examination must be completed at least 7 months before the dissertation defense.
- ❑ **Return the signed ballot to the Graduate School upon completion of the preliminary exam.**

III. DISSERTATION REQUIREMENTS

ALL graduate students in Psychology earning their PhD must complete 30 credit hours of coursework and 30 research credit hours beyond the credit hours completed in fulfillment of the Master's Program of Study. Any coursework requirements set by the Psychology Department (i.e., the Quantitative Sequence, Ethics, and five core courses) that were not completed as part of the Master's Program of Study must be completed in the Doctoral Program of Study. The 30 credit hour coursework requirement may be fulfilled by core courses, seminar courses, or other advanced courses in or outside of the department.

Advanced courses, seminars, courses outside the department, I/O courses, Teaching Apprentice Program courses, research hours (Psych 799, 790), remaining core courses, etc....	30
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PSYCH 999	Dissertation research credit	30
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Minimum total hours required to earn Ph.D. (including 30 Master's hours) 90

Graduate School Checklist for Dissertation:

- Ensure that your IRB/IACUC training is up to date.** If you completed IRB training for Ethics in your first semester, your certification is valid for 3 years. After that you'll need to renew your training. You are required to receive review board approval for any research studies you conduct using humans or animals, so when planning the timeline for your degrees, be sure to allow for the weeks it will take for the review process to be completed.
 - *Human subjects IRB training modules can be found at:*
<http://www.k-state.edu/research/comply/irb/training/index.htm>
 - *Animals subjects IACUC requirements include both an application and training module completion.*
 - *The application can be found at:*
<http://www.k-state.edu/research/comply/iacuc/forms/index.htm>
 - *The training modules can be found at:*
<http://www.k-state.edu/research/comply/iacuc/training/index.htm>
- An outside chairperson will be selected by the Graduate School to serve as the chair for your final examination (defense). Contact this individual at least a month before the possible defense date to determine available dates for scheduling the defense.
- When your document is finalized and ready for submission to your supervisory committee, you are ready to **schedule your defense (final examination)**. You will need to submit your "Approval to Schedule Final Examination" form, signed by your major professor, committee members, the department head or graduate program director, and the outside chair, along with a copy of your dissertation title page and abstract to the Graduate School *at least 2 weeks prior to your defense date.*

Note:

 - You should provide members of your committee and the outside chairperson with the final copy of your dissertation at least two weeks before your defense.
 - After submitting your Approval to Schedule form, the Graduate School will send you an email to confirm that your requirements have been met, and your outside chairperson will receive a final examination ballot, to be signed at your defense.
 - Review graduation and commencement deadlines set by the Graduate School, especially if you will be defending your dissertation at the end of a semester and if you wish to attend commencement, to ensure that you complete all requirements by the necessary deadlines. There are several deadlines that must be met for graduation and commencement. The earliest deadlines typically occur approximately a month and a half before the end of the semester. (<http://www.k-state.edu/grad/gscurrent/guideforms/comminfo.htm>).

- ❑ The Psychology Department requires that you post at least two copies of an 8" x 10" poster to advertise your final examination so that individuals may attend. Obtain a template for the poster by emailing Ila (axton@ksu.edu). You may make changes to the design (e.g., font type, size) as you wish, but the information listed on the template must be included.
- ❑ **Submit the final examination ballot to the Graduate School** after the supervisory committee has signed. Retain one copy for personal file and give your major professor one copy. *This should be done as soon as possible; take special note of Graduate School deadlines if your defense takes place close to graduation and commencement deadlines.*
- ❑ Make any necessary changes to your dissertation document (as advised by your committee) and **prepare your ETDR** as directed on the Graduate School website (<http://www.k-state.edu/grad/etdr/index.htm>). *Again, pay close attention to the Graduate School graduation and commencement deadlines if your defense occurs at the end of the semester.*
- ❑ Pay your ETDR (\$100), microfilming (\$65), and optional copyright fees (\$55) online in iSIS, or at the Cashier's Office in Anderson Hall.
- ❑ If attending commencement, deadlines and information about the event are available on the Graduate School website (<http://www.k-state.edu/grad/gscurrent/guideforms/comminfo.htm>).