

Requirement	Sub-Requirement	Deliverable(s)	Notes
<b>MASTER'S DEGREE</b>			
mimum 30 credits completed			
	minimum 21 credits in PBS (including 6 in statistics)	course credit on transcript	
	16 credits letter-graded	course credit on transcript	credits transferred from another institution cannot be used to satisfy the university's requirement for graded credits nor the 600-800 course level requirement.
	cumulative GPA 3.0 or higher	GPA on transcript	
	maximum of 10 (PSYCH 699) research credits count toward the master's degree (no need to register for more than 10)	course credit on transcript	
master's committee established	3 or more members of graduate faculty following the "2 area" rule in the PBS Graduate P&P; at least 2 committee members must have primary appointment in PBS	committee chair memo to GPD	see PBS Graduate P&P for additional guidelines on committee composition (e.g., emeritus, Five College)
master's prospectus/proposal accepted		committee chair memo to GPD	The Graduate School policy states: "A master's candidate must prepare a suitable thesis outline to be approved and signed on the cover sheet, by each member of the approved Thesis Committee and the Graduate Program Director or Department Head/Chair. The signed copy of the thesis outline is forwarded to the Graduate Student Service Center for inclusion in the candidate's file, at least four (4) months prior to the date that the thesis defense is scheduled." ... HOWEVER, in practice, no outline or cover sheet needs to be submitted to the Graduate School. They will accept these documents, but they are NOT required. Also, the 4-month rule is not enforced by the Graduate School; it is assumed that the Department has waived this requirement if the student defends earlier than 4 months after the proposal.
master's oral exam scheduled		email to graduate secretary 4 weeks prior to date of exam	
master's oral exam passed		committee chair memo to GPD	
		student obtains signatures of committee chair/members & department chair on cover page & submits to PBS graduate administrative assistant/Graduate School	
		master's thesis typed in a prescribed style (see the Typing Guidelines for Master's Theses and Doctoral Dissertations) submitted electronically through ScholarWorks	
		Master's Departmental Degree Requirements Form completed & signed by PBS graduate administrative assistant	submit these forms together to the GPD for signature first; then submit to the department chair for final signature
		Master's Degree Eligibility Form completed with relevant initial signatures	

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<b>DOCTORAL DEGREE (**FIRST REQUIRES COMPLETION OF ALL MASTERS DEGREE REQUIREMENTS)</b>			
2 courses in quantitative methods (PSYCH 640 & 641)		course credit on transcript	typically completed as part of master's degree requirements above
2 additional 3 (or more)-credit courses outside of program course requirements		course credit on transcript	likely completed as part of master's degree requirements above
Comprehensive exams passed		advisor, committee chair, or program head memo to GPD	No need to register for comps credits (PSYCH796B) while working on comprehensive exam; likely only reason to register is if no other credits to take & prefer credits over continuous enrollment
Advancement to candidacy	2 courses in quantitative methods (PSYCH 640 & 641) & comprehensive exams completed	upon receiving comps memo, graduate administrative assistant prepares candidacy for to be signed by GPD & routed to graduate school	
Fulfillment of all divisional requirements			
At least 1 full-time academic year in residence			
10 dissertation credits (PSYCH 899) completed		course credit on transcript	cannot register for dissertation credits until advanced to candidacy ... there is no maximum number of credits to which a student is limited; however, a student can register for only a maximum of 9 credits per semester/session
cumulative GPA 3.0 or higher		course credit on transcript	now including 2 additional courses, dissertation credits, & any courses taken as part of divisional requirements
1 semester of teaching experience		documentation of TA-ship or CE course	
dissertation committee established	4 or more members of graduate faculty; 3 must have primary appointment in PBS (at least 1 PBS member outside of division); 1 must have appointment outside of PBS	committee chair memo to GPD	see PBS Graduate P&P for additional guidelines on committee composition (e.g., emeritus, Five College)
dissertation prospectus/proposal accepted		committee chair memo to GPD	Note that the Graduate School policy states, "A master's candidate must prepare a suitable thesis outline to be approved and signed on the cover sheet, by each member of the approved Thesis Committee and the Graduate Program Director or Department Head/Chair. The signed copy of the thesis outline is forwarded to the Graduate Student Service Center for inclusion in the candidate's file, at least four (4) months prior to the date that the thesis defense is scheduled." HOWEVER, in practice, no outline or cover sheet (i.e., title page with committee member/Department Chair signatures) needs to be submitted to the Graduate School. They will accept these documents, but they are NOT required. Also, the 4-month rule is not enforced by the Graduate School; it is assumed that the Department has waived this requirement if the student defends earlier than 4 months after the proposal.
dissertation oral exam scheduled		email to graduate secretary 4 weeks prior to date of exam	
dissertation oral exam passed		committee chair memo to GPD	
		student obtains signatures of committee chair/members & department chair on cover page & submits to PBS graduate administrative assistant/Graduate School	
		dissertation typed in a prescribed style (see the Typing Guidelines for Master's Theses and Doctoral Dissertations) submitted electronically through ScholarWorks	
		Doctoral Departmental Degree Requirements Form completed & signed by PBS graduate administrative assistant	submit these forms together to the GPD for signature first; then submit to the department chair for final signature
		Doctoral Degree Eligibility Form completed with relevant signatures	