

**The Experimental Psychology Training Program  
Student Handbook**

**Doctoral Program in Psychology:  
Subprogram in Forensic Psychology**

**The Graduate School of the City University of New York**

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## ***Introduction, Mission, and Student Responsibilities***

The purpose of this handbook is to serve as a reference guide for faculty and students in the Experimental Track of the Forensic Psychology Doctoral Program (herein after referred to as the “Program”) within the Subprogram in Forensic Psychology housed at John Jay College and located within the City University of New York’s Doctoral Program in Psychology. Students need to be aware not only of the Program requirements but also of the schedules for meeting these requirements.

Students are advised that the procedures and requirements contained in this procedural handbook are subject to revision; therefore, they should consult with their advisor, the Subprogram Head, and/or the Program Administrators on all matters contained herein.

In addition to this handbook, students are expected to read and be familiar with the following:

1. The Graduate Center’s Student Handbook, available at: [http://www.gc.cuny.edu/current\\_students/handbook/](http://www.gc.cuny.edu/current_students/handbook/) which supplements information available in the *Bulletin* of the Graduate Center: [http://www.gc.cuny.edu/current\\_students/bulletin/index.htm](http://www.gc.cuny.edu/current_students/bulletin/index.htm).
2. The APA Ethical Principles of Psychologists and Code of Conduct, available at: <http://www.apa.org/ethics/code2002.html>

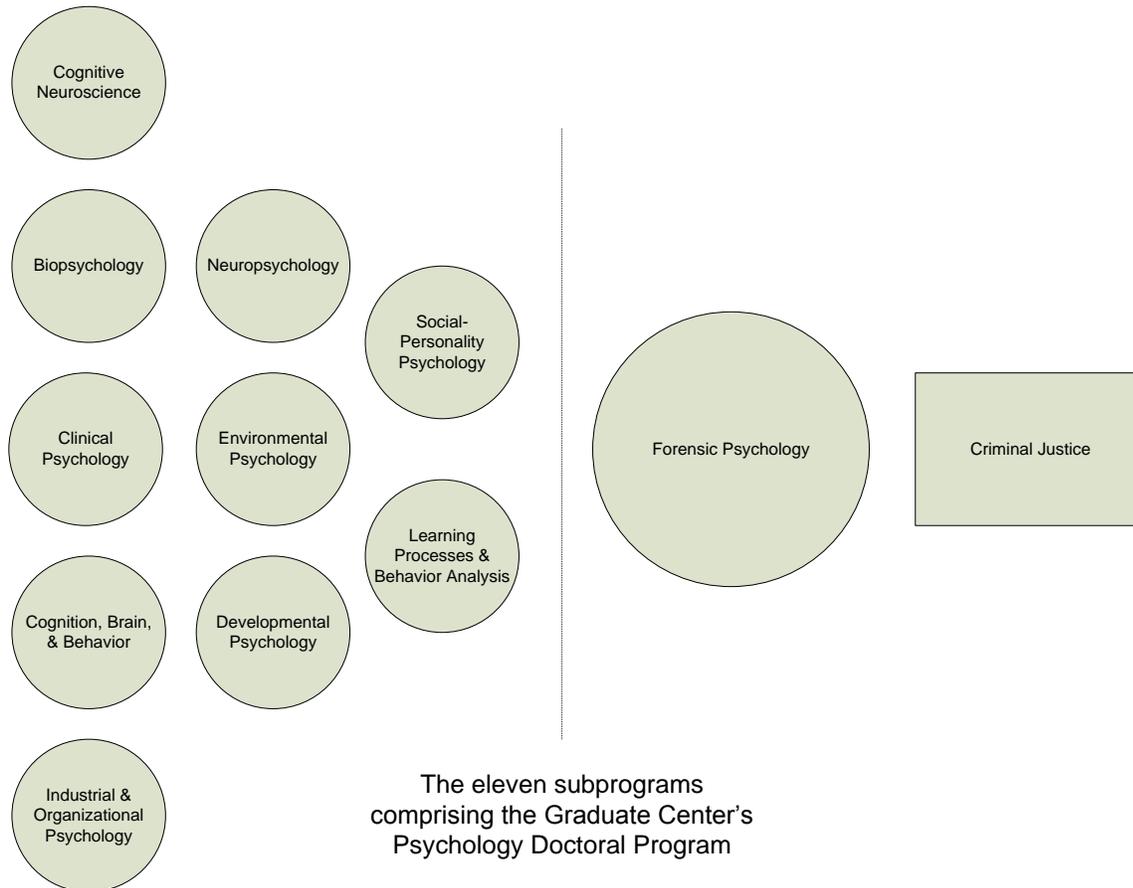
### **Communication**

E-mail is the standard mode of communication between the Program, the Graduate Center (GC), and students. Students are responsible for all information transmitted to them in Program Memoranda via the e-mail facilities of the Graduate Center and the Subprogram in Forensic Psychology. It is recommended that students retain a file of such communications in order to stay abreast of deadlines, dates of examinations, requirements, etc. Students are expected to use the e-mail facilities of the Graduate Center. Students who prefer to rely on another e-mail address should program their GC e-mail accounts to automatically forward any messages to their preferred account. All students are required to obtain a GC e-mail account and to inform the Program Administrator of their e-mail address. Students are required to open a computer account with the GC’s Computer Center to use e-mail and network facilities. Students have access to the e-mail network and the mainframe computer at their homes through modem access. Students should check with the GC Computer Center regarding configuring their communication software to the Graduate Center computer systems. Students can use their computer to enter the GC Library’s database.

### **Organizational Structure**

Together, the Experimental Psychology Training Program and the Clinical Psychology Training Program comprise the Subprogram in Forensic Psychology, which is one of eleven Subprograms within the Doctoral Program in Psychology at CUNY.

## ***The 11 Subprograms of the GC's Doctoral Program in Psychology***



*Graduate Center Ph.D. programs housed at John Jay  
College for Criminal Justice*

### ***General Program and Curriculum Requirements***

The following are the formal requirements of the Experimental Psychology Training Program within the Subprogram in Forensic Psychology of The City University of New York's Doctoral Program in Psychology.

1. Completion of 60 credits (including all required courses) with an overall average of B or better. (Note: A maximum of 30 credits, at the discretion of the Director of Experimental Training (DET), may be transferred from another degree program)
2. Successful completion of the First Doctoral Examination
3. Successful completion of the Second Doctoral Examination
4. Successful completion of the Comprehensive Doctoral Examination
5. Teach at least one undergraduate course in psychology
6. Present the results of research at (at least) one professional conference or meeting
7. Successful completion of the Dissertation (Third Doctoral Examination)

This curriculum is designed to provide the basic education required to function as an academic or applied research psychologist, but allow flexibility to build a course of study and research that meets each individual student's needs and interests. The Program is designed for completion in 4-6 years, although students who enter with a Master's degree may be able to complete all of the requirements in less time. All requirements *must* be met within eight years of matriculation. Students with 30 transfer credits must complete all requirements within 7 years of entering the program. It is very important that students remain mindful of these time limits as they plan their academic and research schedules.

### **Suggested Timeline for Completion**

Please note the following timeline represents a suggested course of study. Students may choose to move at a faster or slower pace through the Program, as long as they complete requirements within the required timeframes (for details on timing requirements, please see sections entitled *First Doctoral Exam, Second Doctoral Exam, Comprehensive Exam, The Dissertation Proposal, The Dissertation, & The Dissertation Defense* below). Also, the following timeline does not include additional requirements (i.e., teaching assignments or research appointments) that individual students may have in order to receive their stipend.

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Proposals</b>	First Doc	Second Doc		Dissertation	
<b>Exams/ Presentations</b>		First Doc	Second Doc	Comprehensive Exam	Dissertation
<b>Number of Credits Completed</b>	18	36	54	60	60

### **Required Courses and Typical Sequence of Study**

The Model Curriculum and typical sequence of study can be found at [http://www.jjay.cuny.edu/Experimental\\_Forensic\\_Psychology\\_Model\\_Curriculum\(1\).pdf](http://www.jjay.cuny.edu/Experimental_Forensic_Psychology_Model_Curriculum(1).pdf).

### **Policies and Procedures**

#### **Academic Honesty**

John Jay College and the GC are committed to the highest standards of academic honesty. Acts of academic dishonesty include, but are not limited to, plagiarism, (in drafts, outlines, and examinations, as well as final papers), cheating, submitting the same paper to fulfill assignments for different classes, bribery, academic fraud, sabotage of research materials, the sale of academic papers, and the falsification of records. An individual who engages in these or related

activities or who knowingly aids another who engages in them is acting in an academically dishonest manner and will be subject to disciplinary action in accordance with the bylaws and procedures of the GC and of the Board of Trustees of The City University of New York.

Each member of the academic community is expected to give full, fair, and formal credit to any and all sources that have contributed to the formulation of ideas, methods, interpretations, and findings. The absence of such formal credit is an affirmation representing that the work is fully the writer's. The term "sources" includes, but is not limited to, published or unpublished materials, lectures and lecture notes, computer programs, mathematical and other symbolic formulations, course papers, examinations, theses, dissertations, comments offered in class or informal discussions, and includes electronic media. The representation that such work of another person is the writer's own is plagiarism.

Care must be taken to document the source of any ideas or arguments. If the actual words of a source are used, they must appear within quotation marks. In cases that are unclear, the writer must take due care to avoid plagiarism. The source should be cited whenever (a) a text is quoted verbatim, (b) data gathered by another are presented in diagrams or tables, (c) the results of a study done by another are used, (d) the work or intellectual effort of another is paraphrased by the writer.

Because the intent to deceive is not a necessary element in plagiarism, careful note taking and record keeping are essential in order to avoid unintentional plagiarism.

For additional information, please consult "Avoiding and Detecting Plagiarism," available at the Graduate Center in the Office of the Vice President for Student Affairs, (Room 7301), the Provost's Office (Room 8113), or on the web at <http://web.gc.cuny.edu/provost/pdf/AvoidingPlagiarism.pdf>.

### **Procedures to be Followed in Instances of Allegations of Academic Dishonesty**

The GC's Policy on Academic Honesty provides for referral of cases of alleged violations to the Executive Officer of a student's program, where a three-member ad hoc faculty committee will review the evidence and recommend to the Executive Officer whether formal disciplinary charges are warranted. The Executive Officer then forwards the recommendation and the evidence to the Graduate Center's Vice President for Student Affairs. The Vice President for Student Affairs, under Article 15 of the CUNY Bylaws (Student Disciplinary Procedures), confers with the Executive Officer and instructor, meets with the student, and otherwise further investigates the matter before deciding whether to proceed with resolution, conciliation, or formal disciplinary charges. Faculty "are encouraged to discuss the matter with the student, including possible resolution, but no student may be assigned a grade as a sanction without the student's agreement or a due process determination" (p. 17). Any such possible resolution, as well as any accusation, must be reported to the Executive Officer and the Vice President for Student Affairs. For this purpose, faculty are directed to the "Faculty Report Form for Alleged Violations of The Graduate Center Policy on Academic Honesty," Appendix IV, p. 29 of the guide, available from the Graduate Center's Provost's and Student Affairs offices or at <http://web.gc.cuny.edu/provost/pdf/AvoidingPlagiarism.pdf>.

Any student who has submitted a paper, examination, project, or other academic work not his or her own without appropriate attribution is subject to disciplinary charges. Such charges may

result in the imposition of a grade of "F" or other penalties and sanctions, including suspension and termination of matriculation.

An accusation of academic dishonesty may be brought against a student by a professor, an Executive Officer, a program, a group of faculty, an administrator, or another student and must be reported to the Executive Officer.

The Executive Officer, upon initiating or receiving an allegation of academic dishonesty, shall appoint an ad hoc committee consisting of three members of the faculty. The function of this committee shall be to determine whether sufficient evidence exists to warrant levying formal charges against the student and to make a recommendation to the Executive Officer. The proceedings of the ad hoc committee shall be conducted expeditiously and should receive the minimum publicity possible. A recommendation by the ad hoc committee to levy formal charges shall be forwarded in writing by the Executive Officer to the Vice President for Student Affairs, who will then inform the student in writing of the nature of the allegations against him or her and initiate disciplinary proceedings.

Executive Officers and faculty are encouraged to consult with the Vice President at all stages of an inquiry regarding allegations of academic dishonesty.

### **Admission procedures**

Students are admitted into the Experimental (or Clinical) Psychology Track of the Subprogram in Forensic Psychology based on an evaluation of their application materials as prescribed by the Graduate School's Office of Admissions. The criteria for admission are based on Graduate Record Examination scores (verbal, mathematical, analytic and Psychology advanced subtests), undergraduate and graduate transcripts, letters of recommendation, personal statements, and research/professional experience. After an initial screening of credentials, potential students are invited for interviews by the faculty and by student representatives. Following interview day, candidates are ranked by the admissions committee. Candidates may be rejected, offered admission, or placed on a wait-list. Candidates have until April 15 to notify the Program of their decision.

Applications for Admission to the Program are accepted once a year. The deadline for applications is December 1. Applications must be complete by that time in order for applicants to be considered for admission. Acceptances are offered during the following spring.

### **International Students**

An International Student Eligibility form must accompany applications for admission from international students. International students should contact the Graduate Center's Office of International Students for information regarding immigration regulations, employment issues, and full-time student status. Students can contact the Office of International Students, located at the GC in room 7200, by phone (212-817-7490) or by email ([intstugc@gc.cuny.edu](mailto:intstugc@gc.cuny.edu)). All international students who are in the United States for the first time must apply for a social security card as soon as possible. CUNY payroll forms will not be processed without a social security number.

## **Full-time Attendance**

The Program is based on full-time attendance, and only students who can commit themselves to full-time work are admitted. Students enrolled in the Program cannot be enrolled concurrently in any other academic institution nor are they permitted to maintain external employment (see following section entitled *External Employment Policy*).

## **External Employment Policy**

All students in the Program are matriculated with full-time student status, and therefore are prohibited from accepting outside employment of any kind while a student in the graduate program. On-campus jobs, including teaching, research, or other (above the work-requirements for stipend) may be allowed at the discretion of the DET provided the student is in good academic standing and that the policy does not violate workloads established by the GC.

## **Grievances and Appeals Procedures**

Both informal and formal procedures exist for students who have a grievance against another student, staff person, or faculty member, or who wish to appeal a decision of the faculty. Whenever possible, students are encouraged to resolve issues via informal means (i.e., through discussion with their advisors and/or the DET). In the case of a conflict of interest (i.e., the complaint involves the DET), the student should contact the Executive Officer at the GC. The advisor, DET, or the EO will attempt to work with the student to resolve the issue informally. In some cases, an issue might require discussion by the faculty as a whole. In such a case, the student will consult with the DET or another faculty member, who will present the student's grievance or appeal to the faculty.

In the event that informal mechanisms prove insufficient, or if a student elects to pursue a more formal route, the GC has separate complaint procedures for three different matters: academic matters, university staff and administrator issues, and student-related issues. Students are referred to the Executive Officer of Psychology, Professor Maureen O'Connor, for the specific procedures for filing complaints. Students who have complaints pertaining to harassment or discrimination may also wish to talk to the Affirmative Action/Employment Planning Officer at the GC if the complaint deals with faculty or staff. When an alleged action violates state or federal law, the student need not follow the GC's complaint procedure and may investigate or pursue legal action.

## **Issues of Confidentiality**

Students should consult the APA Ethical Principles on issues related to confidentiality. The principles of confidentiality apply to the work of psychologists in consulting and clinical relationships, in department committee work, and in research settings. Students should also maintain the standards of confidentiality in storing and disposing of data and in reporting research results.

## **Sexual Harassment Policy**

It is the policy of John Jay College and The City University of New York to promote a cooperative work and academic environment in which there exists mutual respect for all CUNY students, faculty, and staff. Harassment of employees or students based upon gender is

inconsistent with this objective and contrary to the CUNY's nondiscrimination policy. Sexual harassment is illegal under federal, state, and city laws, and will not be tolerated within CUNY.

CUNY, through its colleges, will disseminate this policy and take other steps to educate the CUNY community about sexual harassment. CUNY will establish procedures to ensure that investigations of allegations of sexual harassment are conducted in a manner that is prompt, fair, thorough, and as confidential as possible under the circumstances, and that appropriate corrective and/or disciplinary action is taken as warranted by the circumstances when sexual harassment is determined to have occurred. Members of the CUNY community who believe themselves to be aggrieved under this policy are strongly encouraged to report the allegations of sexual harassment as promptly as possible. Delay in making a complaint of sexual harassment may make it more difficult for the college to investigate the allegations.

It is a violation of CUNY policy for any member of CUNY University community to engage in sexual harassment or to retaliate against any member of the CUNY community for raising an allegation of sexual harassment, for filing a complaint alleging sexual harassment, or for participating in any proceeding to determine if sexual harassment has occurred.

For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other oral or written communications 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 academic standing; submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or abusive work or academic environment.

Sexual harassment can occur between individuals of different sexes or of the same sex. Although sexual harassment most often exploits a relationship between individuals of unequal power (such as between a faculty member and student, supervisor and employee, or tenured and untenured faculty members), it may also occur between individuals of equal power (such as between fellow students or coworkers), or in some circumstances even where it appears that the harasser has less power than the individual harassed (for example, a student sexually harassing a faculty member). A lack of intent to harass may be relevant to, but will not be determinative of, whether sexual harassment has occurred.

Amorous, dating, or sexual relationships that might be appropriate in other circumstances have inherent dangers when they occur between a faculty member, supervisor, or other member of the CUNY community and any person for whom he or she has a professional responsibility. These dangers can include: that a student or employee may feel coerced into an unwanted relationship because he or she fears that refusal to enter into the relationship will adversely affect his or her education or employment; that conflicts of interest may arise when a faculty member, supervisor, or other member of the CUNY community is required to evaluate the work or make personnel or academic decisions with respect to an individual with whom he or she is having a romantic relationship; that students or employees may perceive that a fellow student or coworker who is involved in a romantic relationship will receive an unfair advantage; and that if the relationship ends in a way that is not amicable, either or both of the parties may wish to take action to injure the other party.

Faculty members, supervisors, and other members of the CUNY community who have professional responsibility for other individuals, accordingly, should be aware that any romantic or sexual involvement with a student or employee for whom they have such a responsibility may raise questions as to the mutuality of the relationship and may lead to charges of sexual harassment. For the reasons stated above, such relationships are strongly discouraged.

For purposes of this section, an individual has "professional responsibility" for another individual at CUNY if he or she performs functions including, but not limited to, teaching, counseling, grading, advising, evaluating, hiring, supervising, or making decisions or recommendations that confer benefits such as promotions, financial aid awards, or other remuneration, or that may impact upon other academic or employment opportunities.

Members of the CUNY community who make false and malicious complaints of sexual harassment, as opposed to complaints which, even if erroneous, are made in good faith, will be subject to disciplinary action.

For more information, please refer to the GC's policy on sexual harassment. It can be downloaded at [http://www.gc.cuny.edu/policies\\_and\\_procedures/updates/sh\\_policy.pdf](http://www.gc.cuny.edu/policies_and_procedures/updates/sh_policy.pdf).

### **Course Credit**

Students are required to complete a minimum of 60 credit hours, of which no more than 30 credits can be transfer credits. Each course taken to fulfill program requirements toward graduation is worth 3 credit hours.

Fifteen course credits is the maximum number of credits a student is allowed to carry during any semester, and seven credits is the minimum.

For registration purposes, there is another type of credit (in addition to course credit) that is used for maintaining matriculation as a PhD student: Weighted Instructional Units (WIU). Students who have completed coursework and are completing dissertation or other research requirements must enroll in these credits to maintain matriculation. WIUs do not count toward the required credits for the degree. Students are to register for WIUs only with the permission of the DET.

### **Transfer credits**

Students who have taken course work beyond a bachelor's degree at another accredited institution may request to have these credits transferred, up to a total of 30 credits. The principle for accepting such credits toward the requirements of the Program is that they replicate course work that would ordinarily be taken in the Program. The transfer of credits will be considered on an individual basis by examining in detail the course syllabi and other materials for each course for which a transfer of credits is being requested. It is the determination of DET whether courses are eligible for transfer. Only courses in which students have received a grade of B or higher are eligible for transfer and it is unusual to transfer more than 12 credits into the program.

### **Registration**

It is important that students register each semester within the time limit established by CUNY. Late registration is costly to the Program and the student. Students who fail to register by the final cut-off date will not be permitted to register by the registrar.

Registration for courses each semester must be approved by the student's advisor or the DET. Student Advisement PINS are required in order to register. PINS are distributed by the DET before each registration period. Students must obtain advisement from the DET in order to receive their PIN. After approval is obtained, students may register online at [http://www.gc.cuny.edu/student\\_web/index.htm](http://www.gc.cuny.edu/student_web/index.htm). A web registration guide is also available at this address.

### **Student Leaves of Absence**

It is sometimes the case that unexpected emergencies or life events make full participation in one's studies difficult. Students in such situations should discuss their particular situation with the DET as soon as possible as it is frequently possible to make accommodations.

While it is generally preferable to maintain matriculation, and the Program has been able to successfully assist students in managing emergencies through a variety of mechanisms, students, who for personal reasons (e.g., illness of their own or members of their family), find it necessary to suspend work toward the degree may apply for a leave of absence for up to one year. Such applications are in the form of a letter describing their situation. Students who are requesting a leave and who have incomplete courses pending should present, as part of their letter requesting a leave, their plans for completing their courses when they resume matriculation. It should first be submitted for approval to the student's advisor and the DET, and then to the Executive Officer. A student may receive a maximum of four semesters leave of absence. Students who feel they require additional leave will need to resign from the Program and reapply for re-admission at a later time when they are able to return to continue progress toward the degree. There is no guarantee, however, that a student will be readmitted.

A student on a leave of absence is not permitted to use the resources of the GC or of John Jay College (e.g., library, mentor consultation) and may not take any examinations. A student may not defend his or her dissertation during the first semester after he or she returns from leave. In other words, a student who has withdrawn and is subsequently readmitted may submit and defend the dissertation no earlier than the second semester after resuming active study. Finally, leaves of absence "stop the clock"; that is, they do not count toward the student's time deadlines for satisfactory progress toward the degree.

### **Evaluation Procedures**

A student's progress towards his or her degree is evaluated according to two sets of overlapping criteria, academic and professional performance, both of which are considered "academic" performance. The full faculty of the Experimental Psychology Training Program evaluates student status and progress at the end of the Spring semester of each year. In addition, first year students are evaluated by the Faculty at the conclusion of both the fall and spring semesters. The purpose of this evaluation is to ensure that students maintain a satisfactory level of performance and that they are working effectively to fulfill the requirements of the Program. All students are required to complete a Student Activity Report (SAR) at the end each term, which requests information about the student's research, teaching, curriculum, service, and professional progress towards graduation made during the current year. The SAR should be approved by the student's faculty advisor, and both the SAR and the student's current Curriculum Vita should be provided

to the student's advisor prior to the faculty evaluation meeting. During this time, students are also expected to complete course evaluations for the courses they have completed during the semester/year. The SAR is also reviewed by the DET each semester, so that if a remediation plan is required the student will have adequate time to complete the plan before their next full faculty review to improve any deficiencies noted.

After the student evaluation meeting a letter discussing the faculty's findings regarding each student's progress is prepared by the DET. The letter is sent to each student and placed in the student's file. All faculty advisors are expected to meet with their students to discuss the letter and talk about any problem areas. Students who are not performing satisfactorily will be so informed in writing and, if appropriate, placed on probationary status. In these cases, efforts will be made to determine the nature of the problem and to help the student improve in any deficient area. Students in these circumstances who do not improve, however, may be asked to withdraw from the program. In such cases, students may appeal the decision (as detailed above in the section entitled *Grievances and Appeals Procedures*). If there is evidence that fair procedures were not followed, further appeals can be made to the Executive Officer of Psychology.

### **Time Limit For the Degree**

In unusual circumstances, where the student's progress toward the doctoral degree has been delayed because of illness, financial considerations, or other demands, the faculty will consider a petition from the student for an extension of the eight year limit. Students who require time beyond the eight-year limit for completion of the PhD degree should, no later than two months prior to the end of the Spring semester of their eighth year, prepare, in conjunction with their advisor and the DET, a contract setting forth a timetable of progress expected in the coming academic year. Further extensions must be requested annually and no later than two months prior to the end of each spring semester. These will be considered pending a review of the student's success in meeting the previous years' contract and the development of a new contract for the next academic year. Contracts will be discussed by the Faculty during the semi-annual reviews of students' progress in the program. All extensions require the approval of the Executive Officer.

### **Auditing Courses**

Matriculated students may audit courses in which they have an interest so that they can increase their knowledge and proficiency. Students must formally register to audit courses in the same manner as for any other course. The registration card should indicate "AUD" in the credits field. "Unofficial" auditing is not permitted. Auditor status cannot be changed to credit status after the change-of-program period has ended. Likewise, credit status cannot be changed to auditor status after the same period. The grade notation "AUD," which carries no credit, cannot be changed to any other grade. Students must obtain the approval of the DET to audit a course.

### **Incomplete Grades**

Students who will not be able to complete course requirements for a given course must so notify the course instructor prior to the end of the semester to request an incomplete grade (INC) and negotiate with the instructor a contractual schedule for completing all remaining course requirements. Students should be aware that instructors may choose not to accept late course completions. To resolve incomplete grades, students must fulfill their course obligations within

the next two semesters in residence. If not completed in that time, the incomplete grades automatically will become Permanent Incomplete (INP) grades. Unless otherwise noted, students who have two or more pending INC's or permanent INP's will be targeted by the Registrar's office for automatic review by the Program each semester.

A student who has more than two pending incomplete (INC) grades at any time will be considered as not making satisfactory progress in the Program and will be asked to account for his or her failure to meet the negotiated timetable for completion of course work. To receive financial aid students may not have more than two incomplete grades on their records.

### **No Record of Progress**

A grade of “No Record of Progress” (NRP) is to be used for students at Level III who have not made progress on their dissertation research over the semester. The NRP grade provides a way for the dissertation adviser to indicate to the student and to the EO that the student is not making progress on his or her research. It is intended to bring all parties together to set in motion a plan to get the student's work on track toward successful completion.

### **Reasons for Termination from the Program**

Students must maintain the minimum GPA of 3.5 throughout their doctoral work in order to graduate. Failure to maintain the minimum 3.5 cumulative grade point average will result in placement on probation. Any student on probation must not only achieve a 3.5 cumulative average during the two successive terms following the term in which the deficiency occurred, but also maintain at least a 3.5 term average in any term in which he or she is on probation. Failure to meet either of these requirements will result in dismissal from the Program.

In addition to the above GPA requirements, students may be dismissed from further graduate psychology study under the following circumstances:

1. The student fails to abide by the standards of professional conduct required by the Program or student conduct required by the university (e.g., academic dishonesty, academic misconduct, etc) or student conduct required of the profession (APA Ethical Standards),
2. The student fails either of the comprehensive Exam documents twice,
3. The student fails to maintain satisfactory progress in course work and/or progress toward degree/research (the Program may recommend dismissal regardless of grade point average), or
4. The student engages in activities that appear to be either unethical or inappropriate to their level of training.

### **Orientation and Resources**

In the week prior to the start of the fall semester, an orientation meeting is held at John Jay College for new students. At this meeting, the faculty and students are introduced to each other, the Program and its requirements are discussed, and general housekeeping procedures are explained. Additionally, the GC holds an orientation for all incoming doctoral students. This all-day event is also usually held during the week before classes start.

## **GC Student Handbook**

Students are advised to consult the Student Handbook, which is published each year by the GC. It contains the academic calendar, tuition and fee schedules, information on the offices of CUNY, including the financial aid office, and a great deal more that is of vital importance to students. The handbook is available at [http://www.gc.cuny.edu/current\\_students/handbook/](http://www.gc.cuny.edu/current_students/handbook/).

## **Office Space and Supplies**

Students are expected to furnish their own office supplies. Departmental office supplies are not available except for program activities; phones are also to be used for program purposes only. The Program will assign each student an individual office space. Available office space includes two large bullpen offices and several smaller student offices. Offices will have a workstation and computer for each student who is currently taking courses. Students who are working as research assistants/associates with faculty who have laboratory space at John Jay College may be required to use such space as their offices in lieu of receiving separate student office space.

## **Student Mail**

Students are provided with individual mail boxes. Student mail is distributed by the Program Administrative Assistant once each day. The Program's Administrative Assistant maintains a list of the addresses, e-mail addresses, and phone numbers of all students. If a student changes his or her address or phone number, the Administrative Assistant should be informed. This list is only for Program administration and will not be distributed to anyone outside of John Jay College.

## **Disability Services**

Both John Jay College and the GC provide support services and counseling for students who are physically challenged, have learning disabilities, and/or have medical conditions that affect their performance in the classroom setting. At John Jay College, such services are provided through the Accessibility Program for Students with Disabilities, which may be reached at (212) 237-8031. A full listing of specific services offered by this program is available at <http://www.jjay.cuny.edu/johnJay/johnJayDisability.asp>. Disabled individuals requesting special services or equipment at the GC should consult with Mr. Matthew G. Schoengood, Vice President for Student Affairs, Room 7301, 212-817-7400; Ms. Sharon Lerner, Director of Student Affairs; or Ms. Edith Rivera-Cancel, Disability Services Coordinator. They are also advised to consult the GC's handbook section entitled "Services for Students with Disabilities." The GC and John Jay College do not discriminate on the basis of disability in the admission and retention of students or the employment of faculty and staff.

## **Professional Development**

The Program seeks to facilitate students' professional development. In accordance with this goal, students participate in a number of professional organizations, seminars and colloquia, and research collaborations at local, regional, national, and international levels. Students maintain student-affiliate memberships in professional organizations such as the American Psychological Association, the American Psychology-Law Society, and the Association for Psychological Science. The newsletters, newspapers, and journals offered by these organizations, often at reduced rates to student members, afford students the opportunity to remain abreast of current professional issues and research in the field of psychology. All students are encouraged and

*expected to attend and present research* and educationally-related talks at the national conferences of these organizations.

Although all students are expected to present frequently at national and international conferences, Program students are required to present at a minimum of one such conference to meet the requirements for successful completion of their studies. In addition, Program students are expected to teach at least one course to meet the requirements for successful completion of their studies.

### **Student Presentations & Publications**

The faculty encourages students to present their research at professional meetings and recognizes that scholarly presentations by our students reflect very well upon our Program. However, students are expected to consult with their advisor prior to submitting an abstract for review by professional organizations and prior to making a presentation. Such consultation is also expected prior to submitting a manuscript for consideration for publication in a journal. Arrangements for joint authorship among faculty and students are matters for those parties involved to decide in accordance with APA ethical guidelines on this issue. However, even in cases where students are the sole authors of a presentation or publication, consultation with their advisor or DET is required if they plan to present themselves as being affiliated with our Program.

While the review of proposals for presentations and manuscripts for publication typically is done blind, students should identify themselves in cover letters as having affiliations with John Jay College and the Graduate Center of the City University of New York as either graduate students or doctoral candidates (when they have advanced to candidacy). The official designation of our institution is: John Jay College of Criminal Justice at The City University of New York. If you intend to apply for funding from the Graduate Center for conference travel, you **MUST** include your “CUNY Graduate Center” affiliation.

### **Professional Affiliations**

Students are encouraged to join one or more professional associations and to consider attending their annual meetings. These organizations typically offer substantial discounts for student affiliates and one of the benefits of membership is receiving research journals. Some of the associations with which the Faculty is affiliated include the American Psychological Association (<https://www.apa.org>), Association for Psychological Science (<http://www.psychologicalscience.org>), and the American Psychology-Law Society (<http://www.ap-ls.org>).

### ***Mentoring, Faculty Advising, and Course Planning***

Each student is required to have a faculty advisor at all times. The advisor reviews program requirements and deadlines with the student, advises students on courses taken each semester, reviews student progress, approves registration and other forms and requests, and discusses with students the semi-annual faculty reviews of student progress. In addition, the student will be incorporated into the advisor’s research lab or another faculty member’s lab (with the agreement of the advisor).

The admissions committee matches each incoming student with a faculty advisor. Attempts are made to assign students to advisors who share similar research interests. During the first year, the primary advisor will be responsible for completing paperwork and evaluations on behalf of the student and ensuring that the student is properly registered for classes and to facilitate progress towards completion of the first doc project.

Either party (student or faculty advisor) may initiate the process for the identification of a new faculty advisor for the student. Changes in advisors should be discussed with the DET or Subprogram Head in anticipation of such changes and all parties concerned must be notified of such changes. The Program's Administrative Assistant also needs to be so notified. In addition, if any student is having problems with his or her faculty advisor at any time, the DET should be contacted for assistance.

It is important for students and their advisors to view progress in the Program as the consequence of a series of decisions that take into account Program requirements as well as the student's individual goals and research interests. Students should meet regularly with their advisor(s) to discuss coursework, progress in the Program, professional development, and any difficulties that may be encountered. Future plans should be reformulated to take into account changes in student objectives and possible changes in Program requirements and practices. For questions regarding the Program, curriculum, or research, the student's advisor(s) and/or the DET can be consulted.

Any student whose advisor leaves or who chooses to switch advisors needs to complete a *Change of Advisor Form*, available online and in the Program Office.

## ***Additional Student Information***

### **Financial Aid**

All graduate students in the Program are offered financial support. Historically, such support has included tuition remission and a stipend from John Jay College. Additional stipend monies from other sources (e.g., advisors' grants, Dean's or Provost's Fellowships) have also been procured. Financial support is offered for the first 5 years of residency in the Program. Accepted applicants will receive a description of the support package with their offer of admission,

Most funding packages include a service requirement. Typically, students who have fellowships with service requirements do research and/or serve as adjunct professors or teaching assistants. Students with these types of awards are expected to fulfill any and all duties, as stipulated by protocol and/or their supervisor(s). Further, students, regardless of their award type, are responsible for completing any and all forms and attending all training sessions as required by the GC or John Jay College to maintain their positions.

Finally, students may apply for additional support (usually in the form of federal loans or federal work study program) through the GC's Office of Financial Aid. Students can contact the Office of Financial Aid, located at the GC in room 7201, by phone at (212) 817-7460 or email at [financialaid@gc.cuny.edu](mailto:financialaid@gc.cuny.edu). For more information, see [http://www.gc.cuny.edu/admin\\_offices/finaid/index.htm](http://www.gc.cuny.edu/admin_offices/finaid/index.htm). As previously indicated, students are not permitted to procure external employment during their tenure in the Program.

## **Payroll**

Graduate student stipends are disbursed by the payroll offices at John Jay College or the GC. At the beginning of each semester, students will be contacted by the payroll office and required to fill out paperwork. Employees are paid on a biweekly basis. Any questions regarding disbursement of stipend monies, taxes, etc., should be directed to the Director or Deputy Director of Payroll Services in the respective office.

## **New York State Residency**

Students are required to establish in-state residency as soon as possible, and no later than the beginning of their second year in the program. Forms and detailed instructions for establishing residency are available in the Office of the Registrar at the GC. Students who fail to do so by their second year will be responsible for paying the out of state portion of their tuition.

International students are unable to establish in-state residency and the Program will therefore pay their full tuition amount for five years.

## **Health Services and Insurance**

Students are entitled to health insurance and are referred to the GC website for details. It is very important that you check on your health insurance paperwork anytime there is a change in your funding. For questions, speak with Anne Ellis at the GC.

## **Identification Cards**

Students are required to procure identification cards at both the GC and John Jay College. Identification cards allow students to gain access to, among other things, university buildings and libraries. At John Jay College and the GC identification cards are issued by the respective campus Security Office. At the GC, identification cards must also be validated, in addition to being procured. Validation stickers may be obtained in the Bursar's Office. Students must show proof of payment for the current semester's tuition and fees before a card or validation sticker will be issued.

At John Jay College, students receive student ID cards with graduate stickers, which permit access to the building after hours and weekends. These IDs will be issued each year. Information about these IDs will be available within the first 2 weeks of each semester.

## **Taking Courses at other Universities or through the John Jay MA Program**

Students interested in taking courses at other universities or through the Master's program at John Jay College should first consult the DET. Taking courses at other universities or in the Master's program requires permission from the DET and requires the student to coordinate with a variety of offices (including John Jay College's and the GC's Offices of the Registrar). Please note that only courses taken at universities in the consortium and during the school year are covered under students' financial aid awards. In other words, students who elect to take courses during the summer or at institutions outside of the consortium are responsible for paying their own tuition (i.e., tuition for summer courses is not covered by students' financial aid awards nor in exchange for students provision of teaching services to John Jay College). Information about the Inter-University Consortium is available on the GC website and in the Program Office.

## ***Teaching Experience***

It is a goal of our Program that students develop competency as teachers. Students are required to attend a seminar on teaching (offered monthly on Friday afternoons). Students begin with TA assignments and progress to recitation sections for basic courses. Students may request specific courses in their fourth or fifth years in order to build their CVs and to specialize within their chosen field. All students must teach at least one course before graduating. In addition, subject to availability, a competitive teaching fellowship will be offered each year. Information about applying will be distributed in the Spring of the preceding year.

## ***Research Requirements***

Learning to conduct research in psychology is one of the cardinal components in the education of students in the Program. Research competence is achieved through a variety of means and students are expected to avail themselves of the opportunities the Program offers to acquire the knowledge and skills required for such competence. Although the focus of the research requirement is the First Doctoral Exam and Dissertation Research, students should be aware that there are a multitude of other ways in which the Program strives to educate students in this area including conferences, brown bag seminars, colloquia, and open First Doctoral Exam presentations and dissertation defenses). Students are encouraged to attend these in order to gain as broad a base of knowledge as possible.

## ***Research Policies***

Specific rules and guidelines apply to both students and faculty who wish to conduct research at John Jay College. No student may conduct research without a faculty supervisor; all research projects must have a faculty Principal Investigator. Students who wish to conduct research must first obtain approval from their faculty principal investigator. Students must then apply for and obtain ethics approval from John Jay College's Internal Review Board (IRB). Ethical guidelines and information about the participant pool at John Jay College are outlined below.

## **Ethical Guidelines for Research**

All research conducted under the auspices of the Program must conform to the guidelines of the American Psychological Association. Any study, research, or investigation utilizing data that is collected from human participants (directly or indirectly) must be documented by approval of the College's Institutional Review Board (IRB). Students are required to submit a research proposal to the IRB for ethics review and these forms are to be completed prior to the commencement of the investigation.

The IRB meets periodically during the semester and meeting dates and deadline for proposal submissions are found on the IRB website. The committee typically responds within a few weeks of the meeting. The committee typically meets less frequently during the summer, so advanced planning is required of students who plan to collect data during that time. The IRB offers three levels of review, depending upon the level of deception or risk required by the research design. Projects with minimal or no risk may apply for an expedited review, while projects involving normal to high risk require full review. Exempt review is available for projects that do not need to be reviewed by the Committee. In order to determine which level of review to apply for, students must contact the IRB Chairperson.

Researchers must remain aware of their project's IRB approval expiration date. IRB approval is granted for one year only and no research, including data analysis, is permitted once IRB approval expires. In order to continue data collection, researchers must renew IRB approval.

Once approved by the IRB, the research to be conducted is recognized by John Jay College and subsequent steps in the research process may be followed. Additional information regarding the correct forms to be completed and procedures to be followed in order to gain IRB approval may be obtained on John Jay College IRB website (<http://jjay.cuny.edu/irb/>).

### **Protection of Human Subjects**

As stated above, in order to carry out any research (whether for a First Doctoral Exam, dissertation, funded or unfunded, and whether the data are collected at John Jay College or at another site), it is necessary to receive approval regarding the protection of human subjects.

In order to obtain approval, students must first (that is, before beginning their IRB proposal) complete the Collaborative IRB Training Initiative (CITI) in order to obtain certification to work with human subjects. CITI may be accessed at <https://www.citiprogram.org>. CITI is a well-respected, web-based training product that was designed, and is updated and maintained, by a number of nationally recognized IRB professionals and is housed at the University of Miami. The CITI is designed around topic-specific modules, each followed by a short quiz. CITI certificates expire 3 years from the completion date. At that time, researchers must complete the refresher course. All students and faculty wishing to apply for IRB approval for a research project must submit a copy of their CITI certification with their proposal.

### **Resources and References**

The following are important and useful resources for all students involved in research:

American Psychological Association. (2009). *Publication Manual of the American Psychological Association* (6<sup>th</sup> ed.) Washington, DC: American Psychological Association Press.

Cone, J. D. & Foster, S. L. (1993). *Dissertations and theses from start to finish*. Washington, DC: American Psychological Association.

### **Research Tools**

The Program requires every doctoral student to demonstrate competence in research. Students will take courses that provide them with the technical research skills necessary to become independent investigators. To fulfill this research requirement, students must complete Statistics I and II (grades of B or better must be attained in order to meet this requirement), Psychometrics, and Research Methods. Advanced statistical electives are offered frequently and students are encouraged to take advantage of these courses as appropriate for their programs of research.

### **First Doctoral Examination**

The John Jay College Subprogram in Forensic Psychology requires independent scholarly work in the form of a First Doctoral Examination. Students will design and complete the First Doctoral

Examination under the supervision of their faculty advisor. The main objective of the First Doctoral Exam is for the student to demonstrate a depth of knowledge in the field of psychology and to demonstrate an ability to conduct scientific research. Therefore, an additional objective of the First Doctoral Exam is the development of scholarly written and oral presentation skills.

The First Doctoral Exam will consist of two parts: (1) a written paper and (2) an oral presentation and defense of the written work. The oral presentation will be in a “brown bag” format that is open to the entire Program faculty and student body. Each student will be evaluated on this work by a committee of three doctoral faculty members, selected by the student or recommended by his or her advisor. The three committee members will be required to read and comment on the written paper.

### **Requirements for the First Doctoral Examination:**

There are three alternatives for the successful completion of the First Doctoral Exam.

1. Completed Master’s thesis from a psychology program or from a related discipline.

To fulfill the First Doctoral Exam requirement with this alternative, students will be required to submit their thesis to the Program for review. Theses from other programs will be accepted as fulfilling the First Doc requirement of the Program if they are research based, relevant to psychology and/or law, and are deemed to be of an appropriate level of scholarship by the Program. The goal of approving already completed Master’s theses is solely to determine if the thesis constitutes a scientific research project, not to grade the quality of the project. Once the written portion of the thesis is approved, students will give an oral presentation of this research to their fellow students and the faculty.

2. Completion of a manuscript for a research project with original data analysis.

To fulfill the First Doctoral Exam requirement with this alternative, students will be required to write a manuscript-style paper reporting on the results of an empirical research project. This research project can be either work on his or her advisor’s pre-existing research or on the student’s own research. Students writing up the results of ongoing research in their advisor’s research labs should have taken some responsibility for the completion of the research project, even if the original research question, design, hypotheses were generated by their advisor. The level of responsibility will be as deemed appropriate by the advisor but must include original data analysis by the student. The literature review, methods write-up, results, and discussion should mostly be the work of the student. Students will also be permitted to satisfy this alternative for the First Doctoral Exam by conducting an empirical research project of their own design. After the paper is read by the committee, the student will be required to complete an oral presentation of the paper.

3. Completion of a theoretical or critical thinking paper reviewing an area of psychology which ties that area into the rest of the field as a whole.

To fulfill the First Doctoral Exam requirement with this alternative, students will be required to write a theoretical or critical thinking paper. This paper should investigate the research in

an area of psychology in depth, and discuss the relationship of this area of research to the broader field of psychology. The topic of the paper is to be determined by the student, the student's advisor, and/or the committee. The goal of this paper should be to produce a publishable quality paper examining a topic area that could later be converted into a non-dissertation research project. After the paper is read by the committee, the student will be required to complete an oral presentation of the paper.

### **Timing**

Students may begin work on the First Doctoral Examination at any time subsequent to their entry into the Program. The First Doctoral Exam must be completed by students prior to finishing 45 credits of coursework, including any transfer credits awarded. If the First Doctoral Exam is not completed by the time 45 credits are earned, the student will be placed on academic probation. CUNY rules do not permit (without special approval) such students to enroll in any more courses before this requirement is met. It is the determination of the DET whether to permit students to take courses while on probation and completing this requirement.

Students will proceed from Level 1 to Level 2 after passing the First Doctoral Exam *and* earning at least 45 credits.

### **Evaluation of the Exam**

The First Doctoral Examination will be graded on a pass/fail basis. In order to complete the First Doctoral Exam requirement, the student must earn a "pass" from a majority of his or her First Doctoral Examination committee on the written component of the exam. A "pass" indicates that the student has completed the requirement and no revisions to the written work or additional oral defense of the written work will be required. If a student does not receive a "pass" from a majority of his or her committee, the committee will suggest reasonable revisions to the project. The student will be required to re-submit the project with revisions to the committee for its consideration. The committee may require an additional oral defense of the revised written work if a majority of the committee members agree that an additional oral defense is required. A "fail" indicates that substantial revisions would be required in order to pass the Exam and that the student has failed to meet the minimum requirements of the Exam. The student will be required to re-submit a revised written paper and to orally defend that revised paper.

### **In the Case of Failure**

Withdrawal from the Program will be required if the student fails to pass the First Doctoral Examination requirement within the following time constraints. If the student does not pass the First Doctoral Examination by the time the student earns 45 credits, the student will not be permitted to enroll in any additional classes in the Program until the First Doc is completed. Students will only be permitted to continue in the Program for 1 year with 45 credits and without taking classes. If the First Doc is not completed at the end of this year, the student will be required to withdraw from the Program.

### **Forms and Format**

Please refer to the Program's First Doctoral Examination policy available in the Program Office and on the Program website.

## ***En-Route Masters Degree***

Enrollment in the Program is for the purpose of working toward the PhD degree; however, an en-route master's degree is awarded by John Jay College to currently enrolled doctoral students who have fulfilled certain requirements. These requirements include a minimum of 45 GPA credits with an average grade of "B" (courses taken for "P" credit ordinarily cannot be included) and passing of the First Doctoral Examination. All students must be enrolled and have met their financial obligations to CUNY. Applying students must abide by the deadline for filing established at John Jay College. It is the student's responsibility to complete paperwork (available from Shari Rodriguez, the Administrative Assistant), which will be forwarded to the GC to be processed.

## ***Second Doctoral Examination***

The purpose of the Second Doctoral Examination is to evaluate the student's overall knowledge about Psychology and to evaluate the student's in depth knowledge about a specific topic area in Psychology or Forensic Psychology. The focus of this evaluation will be on the student's understanding of relevant basic psychological theories, law, methodology, ethical issues, diversity issues, and research in this topic area. The topic area selected by the student will be the likely topic of the student's dissertation research, but it can be on any topic of the student's choosing. The goal of the Second Doctoral Exam is to allow the student to investigate an area of psychology in great depth and to prepare the student to develop a dissertation proposal that will make a significant research contribution to the field of Psychology or Forensic Psychology. The Second Doctoral Examination will take the form of a broad literature review and will require students to apply psychological theory to a legally relevant topic. The Second Doc will consist of two parts: (1) a written paper and (2) an oral presentation and defense of the written work.

Students will select the topic for their paper with the concurrence of his or her advisor. The paper will be a systematic critical review, similar to those published in the journals *Psychological Bulletin* or *Psychological Review*, with respect to topic, originality, timeliness, and coverage. That is, the review poses a conceptual or methodological question in a topic area, reviews the available literature on that question, and raises directions for future research or revision of a particular theory. The project is designed such that students should be able to adapt the literature review to serve as the introduction to their dissertation, should they choose to do so. However, the proposal defense for the doctoral dissertation is a separate requirement.

The Second Doctoral Exam Defense and the Dissertation Proposal Defense can occur on the same day, but the meeting shall be bifurcated. Committees may or may not be comprised of the same members and adequate time should be reserved for both meetings in the event they are held concurrently.

## ***Eligibility and Timing***

Students are eligible to begin work on the Second Doctoral Examination once they have successfully completed the First Doctoral Examination and 45 credits of coursework, including transfer credits. Students are required to notify the Program's Administrative Assistant immediately once they are prepared to present and defend their research so that the Second Doctoral Exam Defense may be scheduled in a timely manner.

## **Committee Selection**

The committee for the Second Doctoral Exam generally will include the likely members of the student's Dissertation (Third Examination) Committee, however the committees need not be the same. The student's faculty advisor will chair the Second Doctoral Exam committee. The committee will also include at least 2 other members of the Psychology Doctoral Faculty, or other faculty members who are eligible to serve on Program Doctoral Dissertation committees. The student will select the additional committee members, with the assistance of the faculty advisor. Students are required to provide each of their committee members with a written copy of their Second Doctoral paper *no later than three weeks prior to the oral defense*.

If the student chooses to defend the dissertation proposal in the same session as the Second Doc, please note that the external examiners need not be present during the Second Doc examination session. Please see section on Dissertation Proposal for details regarding the selection process of the external members of the dissertation proposal committee.

## **The Written Paper**

The written paper will be an in-depth investigation of a specific topic area. The intent of the comprehensive written paper is to allow the student to investigate their area of research in depth. It is likely that this topic will be the basis for the dissertation, but it does not have to be the same topic as the dissertation.

## **The Oral Defense**

The student will be required to orally defend the written paper to the members of his or her Second Doctoral Examination committee. The student will also be required to respond to any questions, on the topics covered in the presentation or on additional topics not covered in the presentation, posed by committee members.

## **Evaluation of the Examination**

The Second Doctoral Examination will be graded on a pass, qualified pass, or fail basis. In order to complete the Second Doc requirement, the student must earn a "pass" from a majority of his or her Second Doc committee. A "pass" indicates that the student has completed the requirement and no revisions to the written work or additional oral defense of the written work will be required. A "qualified pass" indicates that the student has completed the majority of the requirement, but that reasonable revisions are required before proceeding. The student will be required to re-submit the project with revisions to the committee for its consideration. The committee may require an additional oral defense of the revised written work, if a majority of the committee members agree that an additional oral defense is required. A "fail" indicates that substantial revisions would be required in order to pass the Exam and that the student has failed to meet the minimum requirements of the Exam. The student will be required to re-submit a revised written paper and to orally defend that revised paper.

## **In the Case of Failure**

Students who fail to meet the requirements of their committee more than once will be subject to a written remediation plan. If the efforts to remediate the student are not successful, the student will be required to withdraw from the program.

## ***Experimental Comprehensive Doctoral Exam***

### **Rationale for the Experimental Comprehensive Doctoral Exam**

The purpose of the Experimental Comprehensive Doctoral Examination (“the Exam”) is to evaluate the student’s ability to integrate and critically evaluate their overall knowledge about current research and directions in Psychology. The Exam will test students’ ability to integrate knowledge that they have gained via coursework and practical research experience, and to critically address important issues in psychological theory, diversity/multiculturalism, research ethics, research methods and data analysis. Hence, the focus of this evaluation is on the student’s ability to integrate information from the relevant basic psychological theories, methodology, ethical issues, diversity issues, law, and research in the topic area.

### **Competencies to be Demonstrated**

Competency in psychological theory will involve the following:

- (a) Productively applies existing theory to new problems and applications.
- (b) Appreciates strengths and weaknesses of theories from the perspective of competing theories.
- (c) Recognizes points of difference between competing theories and testable hypotheses that would distinguish between them.

Competency in ethics will involve correctly applying guidelines regarding treatment of human subjects in research settings and correctly applying ethical guidelines common to all forms of applied psychology.

The competencies assessed for research design and data analysis will include:

- (a) Recognizing the differential importance of research questions.
- (b) Connecting empirical findings to broader theoretical issues beyond the particular area of substantive research represented.
- (c) Understanding strengths and weaknesses of general research methods in an area of research.

The competencies assessed for diversity/multiculturalism will include:

- (a) Understanding how culture can affect the study of psychology.
- (b) Understanding how research findings and appropriate research questions can vary by culture.
- (c) Applying these understandings to the critical analysis of theory and research.

### **Timing**

Students will likely begin working on their Exam after completing two years of coursework in the Program. The Exam will ordinarily be taken when the student has completed all coursework (i.e., 60 credits), including transfer credits. Therefore, the Exam will typically be taken after the formation of the Dissertation Committee, between the Second and Third Doctoral Examinations. Successful completion of the Exam is a prerequisite for the scheduling and completion of the Third Doctoral Exam defense.

### **Committee for the Experimental Comprehensive Doctoral Exam**

The Experimental Comprehensive Doctoral Examination Committee will be a subcommittee of the Curriculum and Examination Committee. All self-designated ‘Experimental’ faculty members will serve on the Committee and be eligible to grade Exams.

## Requirements for the Exam

The Experimental Comprehensive Doctoral Exam comprises two written products, which can be submitted simultaneously or in succession.

*Either:*

1. A 25 single-spaced page *Psychological Bulletin*-style review of research: (a) on a topic in a related area of psychology, such as social, developmental or cognitive; or (b) on a topic which bridges a related area of psychology (i.e., social, cognitive, etc.) with forensic-psychology and law. The treatment of the related area of psychology should not be incidental but represent a significant contribution to the theorizing and analysis in the manuscript. The topic will be agreed upon by the student and the three members of their comprehensive examination committee. The faculty committee members will include the student's primary advisor plus two readers drawn from the elected comprehensive examination committee.

- AND -

2. A full-scale, ready-to-submit (as judged by the comprehensive committee) NSF or NIMH grant proposal that gives appropriate attention to theoretical, ethical, diversity and methodological issues and which will typically encompass several experimental studies or quasi-experimental analyses.<sup>1</sup>

- OR -

TWO complete, full-scale, ready-to-submit (as judged by the comprehensive committee) NSF or NIMH grant proposals that give appropriate attention to theoretical, ethical, diversity and methodological issues and which will typically encompass several experimental studies or quasi-experimental analyses.<sup>1</sup> Only one of these may overlap with the content of the Second Doctoral Examination.

## Grading of the Exam

The Experimental Comprehensive Doctoral Exam will be graded by Exam subcommittees. Each Exam will be read by no fewer than *three* subcommittee members. Students will receive their Exam grades approximately one month after an Exam is submitted to the *subcommittee*.

### *Subcommittee Composition:*

- (a) The student's primary mentor/advisor will Chair the student's Exam subcommittee(s).
- (b) The student and advisor together will select a second subcommittee member. This member will most likely be selected based upon knowledge of the topic/area under consideration.
- (c) The DET will select *at random* (and invite participation by) the third subcommittee member, regardless of area of expertise. This provides an opportunity for a variety of faculty members

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<sup>1</sup> NOTE on grants: Diversity/multicultural issues are generally addressed, at a minimum, in the 'Broader Impact' statement, which has been increasingly important to NSF. Their emphasis on these issues was the basis for the choice of NSF and NIMH as grant venues. For details, see: <http://www.nsf.gov/pubs/gpg/broaderimpacts.pdf>

to contribute to student development through their unique perspectives and insights, distributes the workload, and represents the grant review process.

(d) Students can have two different subcommittees – one for each written product.

#### ***Subcommittee Grading:***

(a) Once selected, the 3 subcommittee members will receive electronic copies of the student's Exam submission(s) for review. Their independent grades for each submission (pass/fail) should be available within approximately one month of receipt of the Exam(s).

(b) Students *must pass both Exams unanimously*. If there is a discrepancy in the subcommittee members' grades, they should meet in-person to decide how to proceed. The subcommittee chairperson will coordinate this meeting.

(c) Resolutions could involve partial or complete revision, resubmission and subcommittee re-grading; or partial or complete revision, resubmission and subcommittee chair re-grading.

(d) If there are subcommittee disagreements that cannot be resolved, the DET can either appoint an additional subcommittee member or grade the Exam(s) him/herself in an effort to resolve the disagreement. However, in general, subcommittee members' concerns should be resolved by the student before an Examination is passed.

The subcommittee chairperson should report Exam grades to the DET, who will communicate them to the student officially and have them placed in the student's file.

#### **Outcomes of the Exam**

Each of the two written Exams will be graded with the following grades possible: "pass", "conditional pass" or "fail". A "pass" indicates that the student completed the requirement and the written Exam was satisfactory, as determined unanimously by the subcommittee. A "conditional pass" indicates that the written work requires relatively minor to moderate revisions before the document is considered satisfactory. The student will typically be required to revise and resubmit that component of the Exam for re-grading to the subcommittee chairperson or, in some cases, the full subcommittee. A "fail" indicates that the student failed to meet the minimum requirements of that Exam. If the student receives a "fail" on either component of the Exam, the student will typically be required to revise and resubmit that component of the Exam for re-grading to the full subcommittee. To complete the Experimental Comprehensive Doctoral Exam requirement, the student must "pass" *both exams*. Any student failing a single Exam TWICE may be terminated from the Doctoral Program.

#### **Timing & Satisfactory Completion of the Exam**

Ordinarily, the Exam will be completed after a student earns 60 credits. Student must pass the Exam before they can schedule and complete the Third Doctoral Exam defense. Any student who does not successfully complete the Exam by January of their eighth year in the program (or by January of their seventh year, if matriculating with 30 credits) will be deemed as not making satisfactory progress within the Graduate Center guidelines. If the Exam is not passed by this point, the student will not be permitted to enroll in any additional classes in the Program before passing the exam. Students not making satisfactory progress for this reason will only be permitted to continue in the Program with special permission of the Subprogram Head.

## ***The Dissertation (Third Doctoral Examination)***

The Doctoral Dissertation is the culmination of the student's research training in psychology. The scope of the research is more ambitious than that in the First Doctoral Exam research project, yet it should not be of such scope as to be incapable of completion in a reasonable period of time, and, in any case, within the eight year limit set by the GC for the completion of doctoral training. Students should realistically plan for completion long before the deadline is reached. The expectation is that the idea for the research and its plan will be developed by the student, in consultation with the student's faculty advisor. Students may, but are not required to, use the research topic from their Second Doctoral Exam as a basis for the dissertation. All dissertations must be based on original research, and must clearly demonstrate the candidate's ability to work at the frontiers of the field.

### **Eligibility and Timing**

Students are eligible to submit their Dissertation proposal once the following requirements are successfully completed:

1. The First Doctoral Exam (i.e., written report filed and successfully presented)
2. The Second Doctoral Exam (i.e., written report filed and successfully defended)

Students must be continuously enrolled at the GC until all degree requirements are fulfilled, including the filing of an approved dissertation in the library.

### **Committee Selection**

The Dissertation Committee consists of three faculty members, one of whom is designated as chair and who works with the student throughout the research period. The Chair must be a member of the Forensic Psychology Doctoral Faculty. The two additional internal members of the Dissertation Committee are chosen by the student in consultation with, and approved by, the Dissertation Chair. The internal members of the Dissertation Committee must be members of a CUNY Psychology Doctoral Sub-Program or members another CUNY Doctoral Program, and they must hold a PhD or equivalent degree.

In the event that it is necessary to find a replacement for committee members, new members should be chosen using the criteria for the selection of members as outlined above.

### **External Examiners**

The dissertation proposal will be examined by the (3 member) Dissertation Committee. However, the completed dissertation will be evaluated by the Dissertation Committee, in addition to two external examiners. It is desirable, but not mandatory, that these two external examiners be present at the dissertation *proposal* defense. Ideally, the two external examiners should be from outside CUNY, and must hold one of the following degrees: PhD, MD, JD/LLB, or PsyD.

Under exceptional circumstances, where appropriate external examiners are not available from outside of CUNY, they may be selected from within CUNY according to the following guidelines:

1. They must not be members of the forensic psychology doctoral program and
2. They must not be part-time or full-time faculty members of the Department of Psychology at John Jay College.

The external examiners can play two roles:

1. They may assess and provide feedback on the dissertation proposal during the oral examination.
2. They are part of the final examination committee for the dissertation defense.

In the event that it is necessary to find a replacement for external examiners, new external examiners should be chosen using the criteria for the selection of external examiners outlined above.

### **Dissertation Proposal**

The process of undertaking dissertation research requires that the student follows a series of formal procedures. The first of these is registering the topic proposal. The student first satisfies the dissertation advisor that a manageable research problem has been formulated (i.e. one that is methodologically feasible and for which there are appropriate subject populations available). To register the topic proposal, the student completes two copies of the *Dissertation Topic Proposal Form* (available online). A one-page summary of the student's proposed research is required, as well as the nomination of at least two faculty members for the Dissertation Committee, other than the Dissertation advisor. The dissertation advisor then approves the topic proposal and signs the two forms. One copy is sent to the Subprogram Head for approval. The second is sent to the Executive Officer.

### **Dissertation Proposal Defense Meeting**

The purpose of the dissertation proposal defense meeting is to provide a forum in which a student's dissertation proposal is presented to the faculty and students in order to obtain informed open critique. To achieve this, a written proposal is prepared in advance and is circulated among the members of the student's dissertation committee for their approval prior to the meeting. It is next circulated among the core faculty at least two weeks prior to the meeting. Since these proposals often tend to be extensive, a 4 or 5 page summary is prepared for distribution to interested students at least two weeks prior to the meeting. Electronic copies, as well as one hard copy of the summary report should be left with the Program's Administrative Assistant for distribution among interested students. This is to ensure full participation of students in the informative and critical functions of the meeting.

The date and time for the dissertation proposal defense meeting needs to be cleared with the Program's Administrative Assistant in consultation with the Subprogram Head, no later than three weeks prior to presentation. Ideally the meeting should not be scheduled at a time when core faculty and students are in classes. Each of the core faculty should be petitioned for a date that is convenient for them to attend. The Program Assistant will need at least a week to arrange a room, prepare and distribute the announcement to the faculty and students. Because of demands on faculty and student time at the end of each semester, students are advised not to schedule a presentation at the end of a semester. The meeting is conducted by the Chair of the Dissertation Committee (the dissertation advisor) and consists of a 20-30 minute presentation made by the student regarding the essentials of the proposal, followed by general discussion and questions. Upon completion of the discussion, the dissertation committee meets to decide on whether to accept or reject the proposal, or whether to accept it on the condition that changes are

made. In cases where changes are required, they are to be submitted by the student no later than one month after the seminar.

Upon completion and approval of the full Committee, the members must sign the Dissertation Proposal Approval Form indicating that the proposal is ready to be defended. (If revisions are required, this will be indicated on the form and approval would follow satisfactory student revisions.) This Form needs to be submitted to the FP Academic Director along with one electronic copy and one hard copy of the full proposal and a copy of the formal receipt from the IRB office confirming that an IRB proposal has been submitted for review. At this time, students typically use the John Jay IRB, but may go through the GC IRB, if appropriate.

PLEASE NOTE:

- If the student is past the Graduate Center deadline for defending the dissertation proposal, re-submission is only possible with both the PhD Program and GC approval of an extension.
- If a student changes their topic after the defense of the proposal, they are required to resubmit and defend their proposal according to the above guidelines.
- Proposal Defenses are open to other students and faculty, but all individuals not on the committee will leave while the committee deliberates regarding the decision.

Once the *Dissertation Proposal Approval Form* has been signed by committee members and the Sub-Program Head, the student must wait for IRB approval. Once IRB approval has been obtained the student is then free to collect their data and develop their dissertation.

### **The Dissertation Defense**

The final draft of the student's doctoral dissertation must be approved by the Dissertation Committee. This evaluation is recorded on the Dissertation Evaluation Form, which is submitted to the Executive Officer in Psychology and the Dissertation Advisor. The evaluation permits the following choices: (i) Approved as the Dissertation stands, (ii) Approved, except for minor revisions, (iii) Not approved at this time because the dissertation requires major revisions, and (iv) Dissertation is unacceptable to readers.

When all three members of the Dissertation Committee have approved the dissertation on the Dissertation Evaluation Form (either as it stands or with minor revisions) the Dissertation Advisor contacts the Executive Officer and suggests several people to serve as outside readers. The Executive Officer invites two from the suggested list to participate. All faculty outside CUNY must submit a resume unless one is already on file. Upon their agreement, copies of the dissertation are sent to the readers for their evaluation. That evaluation is made on the same Dissertation Evaluation Form. The Dissertation Committee plus the two outside readers constitute the five-member Oral Defense Committee. The two outside readers also must approve the dissertation on the Dissertation Evaluation Form and send it to the Executive Officer and the Dissertation Sponsor at least two weeks before the oral defense. The defense is scheduled only if all the evaluations are in the acceptable categories.

### **Oral Defense of Dissertation**

The Dissertation Advisor and other members of the Oral Defense Committee arrange the time and date for the final examination in consultation with the Program's Administrative Assistant.

At least two weeks must be allowed for the Provost, at the request of the Executive Officer, to formally invite all members of the Oral Defense to participate in the final Examination. It is the responsibility of the student to see that all arrangements for the Oral Defense have been made. Because of demands on faculty and student time at the end of each semester, students are advised not to schedule a defense at the end of a semester. The Dissertation Advisor chairs the oral defense.

### **Evaluation Procedures**

The Executive Officer provides the appropriate forms to evaluate the candidate's performance at the oral defense. The options open to the committee are: (i) Candidate passes, Dissertation is accepted as presented, (ii) Candidate passes, Dissertation is accepted with minor revisions, (iii) Dissertation must be resubmitted for approval by sponsor and two members of the oral defense committee, and (iv) Candidate fails the final examination with stated recommendations. The results and recommendations of the Oral Defense are decided by a majority vote of the five members. When revisions are required, the student will receive written notice from his or her advisor describing the changes to be made.

After the oral defense, the Dissertation advisor submits the signed evaluation forms to the Executive Officer who informs the Provost and the Registrar of the results. If "minor" revisions are necessary, only the advisor need approve the revised dissertation and sign the form. If "major" revisions are necessary, all members of the dissertation committee must approve the revised dissertation and sign the form. Upon completion of the revisions, the Approval of Revised Dissertation Form is sent to the Executive Officer by the advisor for his or her signature who then informs the Provost and the Registrar. Students must complete the required revisions of their dissertations in a timely manner in consultation with their advisor. When the final version of the dissertation has been accepted and when all other requirements have been met, the candidate may then arrange with the Dissertation Secretary in the Library to submit the dissertation to the Graduate Center Library. The Dissertation Cover Sheet must be signed by the Executive Officer. The PhD degree is considered completed on the date that the dissertation is accepted for deposit in the Library. The actual awarding of the degree takes place on: February 1, June commencement, or September 1.

### ***Status Designations for Tuition Purposes***

For the purposes of determining tuition charges, all students are classified at one of three levels.

#### **Level I**

Upon entry to the program, students are classified at Level I.

#### **Advancement to Level II**

Advancement to Level II requires the completion of 45 credits and successful defense of the first doctoral research project.

#### **Advancement to Level III**

Students are advanced to Level III after completing all coursework and successfully passing the Second Doctoral Examination. It is the responsibility of the student to notify the Program's Administrative Assistant--who will then submit to the Executive Officer, Form #3: Certification

of required course-work completion (See current regulations regarding ABS, NGR, SP, and INC grades). Certification must be complete before a student is classified as Level III for tuition purposes.

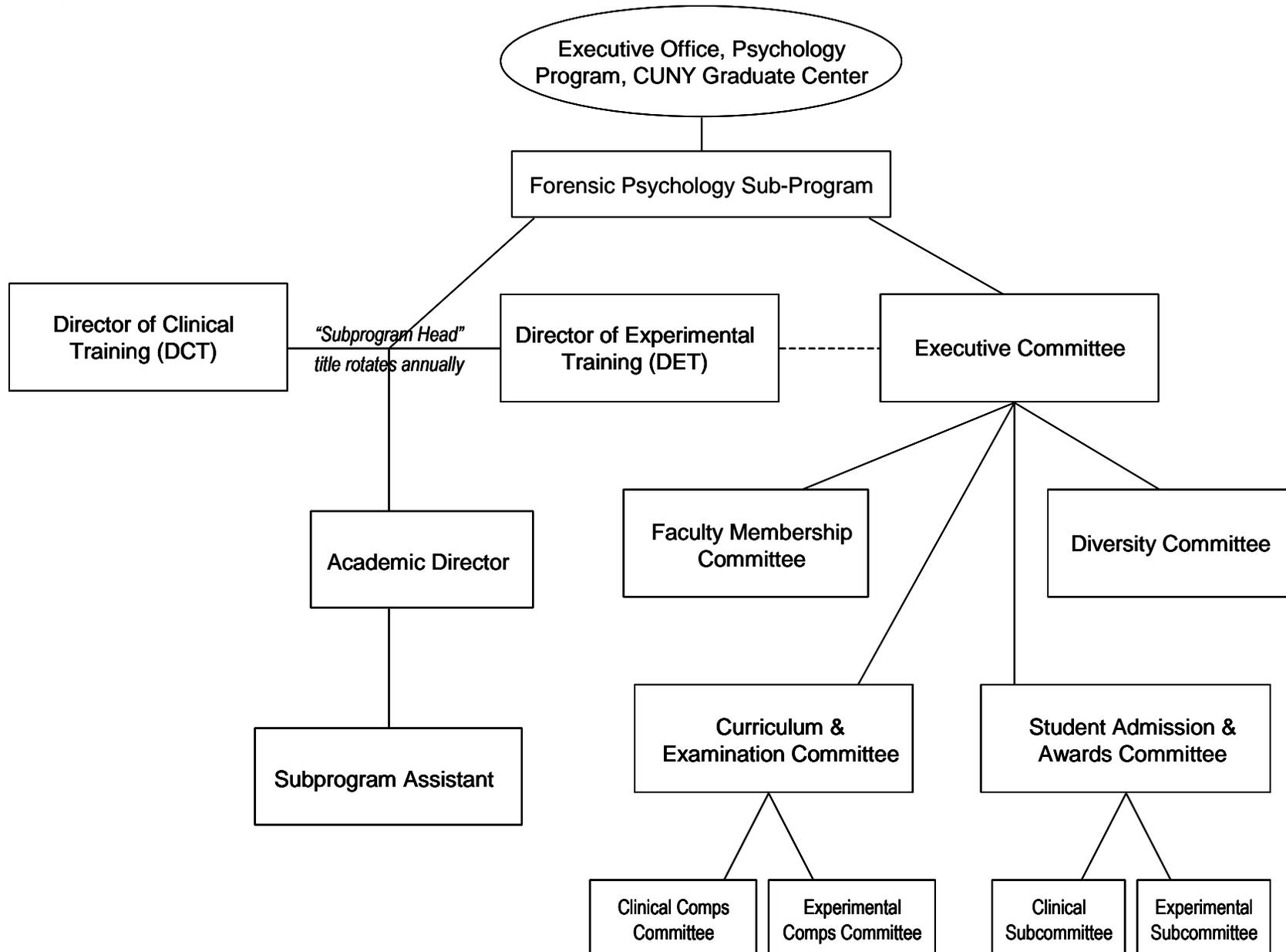
### **Advancement to Candidacy**

Well before the oral defense of the dissertation, the student is advised to consult the staff of the Executive Officer to be certain that all the requirements for the PhD degree at the City University of New York have been met. Before the student can sit for the oral defense, the following must have been satisfied:

- 1) Completed at least 60 graduate credits, with an average of B or better
- 2) Satisfied the statistics requirement with a grade of B or better (see section on Research Tools)
- 3) Passed the First Doctoral Exam
- 4) Filed an accepted topic proposal with the Executive Officer
- 5) Filed an accepted Dissertation Proposal with the Executive Officer
- 6) Satisfied all program requirements
- 7) Passed the Second Doctoral Examination
- 8) Passed the Comprehensive Doctoral Examination

The procedure is handled automatically by the Office of the Executive Officer in Psychology and not by our Program Office. If a student is missing one of the requirements for candidacy, he or she will be so notified by the Executive Officer who also will notify the Program's Administrative Assistant. Form #4 must be completed (this is done by the office of the Executive Officer) and sent to the Registrar for certification and to the Associate Provost for approval. A student is required to register each semester, even if not engaged in course work, unless a leave of absence is granted. The student must be registered in the semester in which the degree is granted and also in the preceding semester.

## Program Governance



**Student Governance**

