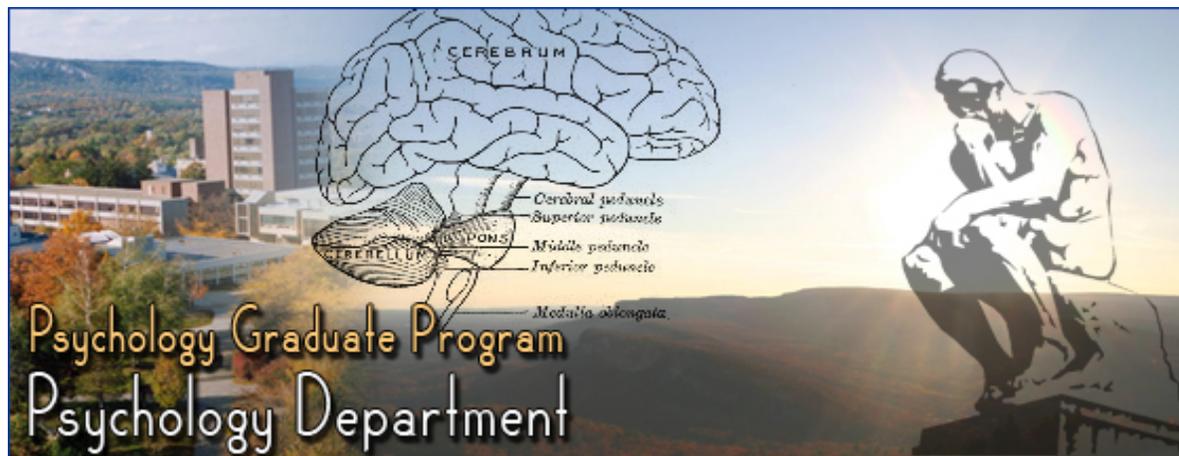


Psychology Graduate Program

Student Handbook 2015-2016



Introduction

This handbook is intended to provide you with information you will need to navigate your way through graduate study in Psychology at SUNY New Paltz. We hope you find it useful. For most students, the transition from being an undergraduate to being a graduate student is surprising, exciting, and intellectually stimulating. However, it can also be difficult. The quantity and quality of work expected at the graduate level exceeds that expected at the undergraduate level. Graduate studies tend to be more rigorous and involve more independent work than undergraduate studies. Courses also tend to be more challenging because they are taught at a higher level and cover material in greater depth.

While you are a graduate student, you should begin to develop your professional identity. This includes things like thinking critically, reading current professional journals, seeking applied experiences, engaging in research with faculty members, and viewing your classmates as intellectual peers. Much of the learning process in graduate school occurs outside of the classroom when peers informally discuss and debate contemporary issues. Peer review is a common practice in the scientific and professional communities, and graduate school is an ideal place to begin developing the skills necessary to edit the work of others and have your own work critiqued.

The contacts you make in graduate school are the beginnings of your professional network and it is important that you cultivate strong ties while at SUNY New Paltz. We hope you will work closely with the faculty and your fellow students to succeed in graduate study.

Psychology and Counseling Program Faculty

There are 20 full-time faculty members in the Psychology and Counseling Graduate Programs. We recommend that you meet and get to know all of them.

Dr. Tabitha Holmes is the Director of the Psychology Graduate Program. She can be reached at 257-3955 or by email at holmest@newpaltz.edu. Her office is located in JFT 210.

Dr. Melanie Hill is the Director of the Counseling Graduate Program. She can be reached at 257-3475 or by email at hillm@newpaltz.edu. Her office is located in JFT 318.

Dr. Glenn Geher is the Chair of the Psychology Department. He can be reached at 257-3470 or by email at geherg@newpaltz.edu. His office is in JFT 314A.

Ms. Jane Lehman is the Psychology Department Secretary and can be found in the main office (JFT 314). She can also be reached by phone at 257-3470 or email at lehmanj@newpaltz.edu.

Ms. Susan Buckbee is the Graduate Program Secretary for the Psychology and Counseling Graduate Programs and can be found in JFT 316. She can also be reached by phone at 257-3467 or email at buckbees@newpaltz.edu. There are usually two graduate student assistants who can also answer most of your questions concerning what needs to be done, when, and by whom.

Faculty members often teach in both the counseling and psychology programs. However, faculty member's primary program affiliations are as follows:

PSYCHOLOGY GRADUATE PROGRAM FACULTY

Dr. Jacquelyn Berry, Assistant Professor
E-mail: berryj@newpaltz.edu

Dr. Lisa Bauer, Assistant Professor
E-mail: bauerl@newpaltz.edu

Dr. Laurie Bonjo, Assistant Professor
Office: JFT 1000A Phone: (845) 257-2372 E-mail: bonjol@newpaltz.edu

Dr. Maryalice Citera, Associate Professor
Office: JFT 322; Phone: (845) 257-3476; E-mail: citeram@newpaltz.edu

Dr. Clifford Evans, Lecturer
Office: JFT 306; Phone: (845) 257-3097; E-mail: evansc@newpaltz.edu

Dr. Michael Gayle, Associate Professor
Office: JFT 320; Phone: (845) 257-3521; E-mail: gaylem@newpaltz.edu

Dr. Glenn Geher, Professor
Office: JFT 314A; Phone: (845) 257-3091; E-mail: geherg@newpaltz.edu

Dr. Giordana Grossi, Professor
Office: JFT 300; Phone: (845) 257-2674; E-mail: grossig@newpaltz.edu

Dr. Tabitha Holmes, Associate Professor
Office: JFT 210; Phone: (845) 257-3955; E-mail: holmest@newpaltz.edu

Dr. Douglas Maynard, Professor
Office: JFT 208; Phone: (845) 257-3426; E-mail: maynardd@newpaltz.edu

Dr. Alison Nash, Professor
Office: JFT 312; Phone: (845) 257-3554; E-mail: nasha@newpaltz.edu

Dr. Sarah Shuwairi, Assistant Professor
Office: JFT 206; Phone: (845) 257-3468; E-mail: shuwairs@newpaltz.edu

Dr. Corwin Senko, Associate Professor
Office: JFT 400; Phone: (845) 257-3602; E-mail: senkoc@newpaltz.edu

Dr. Carol Vazquez, Associate Professor
Office: JFT 308; Phone: (845) 257-3469; E-mail: vazquezc@newpaltz.edu

Dr. Karla Vermeulen, Assistant Professor
Office: JFT 204; Phone: (845) 257-2333; E-mail: vermeulk@newpaltz.edu

Dr. Greta Winograd, Assistant Professor
Office: JFT 402; Phone: (845) 257-2248 E-mail: winograg@newpaltz.edu

COUNSELING GRADUATE PROGRAM FACULTY

Dr. Laurie Bonjo, Assistant Professor
Office: JFT 1000A; Phone: (845) 257-2372, E-mail: bonjol@newpaltz.edu

Dr. James Halpern, Professor
Office: JFT 214A; Phone: (845) 257-3479, E-mail: halpernj@newpaltz.edu

Dr. Melanie Hill, Associate Professor
Office: JFT 318; Phone: (845) 257-3475; E-mail: hillm@newpaltz.edu

Dr. Jonathan Raskin, Professor
Office: HUM 13; Phone: (845) 257-3471; E-mail: raskinj@newpaltz.edu

Dr. Jonathan Rust, Assistant Professor
Office: JFT 302A; Phone: (845) 257-2373; E-mail: rustj@newpaltz.edu

Psychology Graduate Program Overview

The Psychology Graduate Program consists of the M.A. in psychology degree:

M.A. in Psychology

The 36-credit M.A. in Psychology program focuses on training students in research and theory in the discipline of psychology. The program aims to provide students with a broad base of knowledge in psychology and offers students exposure to a variety of fields including developmental, cognitive, social, experimental, and industrial/organizational psychology. The program prepares students for entry into doctoral programs or employment in a variety of settings where psychology can be applied (e.g., human services, industry, education, and government).

M.A. in Psychology Degree Requirements (36 credits)

Methodology Core (9 credits)

- PSY501 – Analysis of Variance (3 credits)
- PSY503 – Correlation & Multiple Regression (3 credits)
- PSY507 – Research Methods (3 credits)

Content Core (9 credits)

- *Developmental Requirement.* Choose one:
 - PSY528 – Infancy & Early Childhood (3 credits)
 - PSY529 – Adulthood (3 credits)
 - PSY531 – Middle Childhood & Adolescence (3 credits)
- *Cognitive Requirement.* Choose one:
 - PSY560 – Cognitive Processes (3 credits)
 - PSY570 – Cognitive Neuroscience (3 credits)
- *Social/Organizational Requirement.* Choose one:
 - PSY556 – Contemporary Social Psychology (3 credits)
 - PSY516 – Organizational Psychology (3 credits)

Experimental Specialization (12 credits)

- PSY558 – Seminar in Contemporary Research (3 credits)
- PSY500 – Research Practicum (1 credit; to be taken three times)
- *Option 1:*
 - PSY590 – Thesis [empirical] (6 credits)
- *Option 2:*
 - PSY590 – Thesis [literature review] (3 credits)
 - PSY595 – Independent Study [empirical] (3 credits)
- Comprehensive Exam = Oral Defense of Thesis

Electives (6 credits)

- ANY psychology graduate class taken that is NOT applied towards the above requirements can be counted as an elective. Some counseling graduate classes can also be counted as electives. Students should consult with their advisers.

Practicum Experiences

M.A. in Psychology

M.A. in Psychology students are required to complete a research practicum sequence of three 1-credit courses taken over three separate semesters. The goal is to provide a forum for the exploration, development, and refinement of students' research ideas and projects. Weekly meetings center upon presentations and discussions related to students' personal research interests. Students learn about the research process as they (a) express ideas pertaining to their own research, (b) learn about their peers' projects, (c) read and discuss articles that involve issues in psychological research, and (d) obtain feedback on their work in a supportive context. Moreover, the research practicum sequence is developmental in that it is taken for three consecutive semesters, giving students an opportunity to both observe and participate in the research process as it evolves over time.

Independent Study

The primary purpose of independent study is to enable students to assist a professor on a research project, develop their own research project, or pursue knowledge in an area not covered by a regularly offered course. Research training is an essential part of graduate school. Research experience is often the most heavily weighted selection criterion used by Ph.D. programs after other factors (such as GPAs and GREs) are considered.

In doing an independent study, students work closely with a faculty member. For independent studies involving research, students are expected to be involved with many different types of research activities, including: developing a research question, designing the research methodology, executing the research study, and coding and analyzing data. The nature of the independent study will vary depending on the type of research being conducted and the stage of the research project.

Non-research independent studies may also involve directed readings of a topic not offered by the Psychology Department, serving as a teaching assistant for an undergraduate course, or collaborating on a project with a faculty member.

To initiate an independent study project, the student should consult with a potential faculty sponsor about the possibility of such a project. If the faculty member and student agree upon an independent study experience (including the nature of the project, the student's role, and the number of credits), the student completes the Independent Study form, detailing the project and his or her anticipated tasks. The student also must attach a sample reading list and an internal SUNY New Paltz transcript. After the instructor has outlined the basis of evaluation, signatures of the student, sponsoring faculty member, Psychology Chairperson, and Dean are required for the student to register for the course.

No more than six independent study credits can be applied towards one's graduate degree.

Advising

The first year you are in the MA program, the MA Director will serve as your adviser. Once you have gotten to know the faculty and identified a thesis adviser, you may change advisers. You should meet regularly with your adviser as you progress through your graduate education. Advisers should serve as a source of information and support to incoming students. Advisers should also be consulted at registration time in order to make sure students register for appropriate coursework. For more on thesis advisers, see the section of this handbook on thesis procedures.

Degree Plan of Study

The Degree Plan of Study form is the means by which graduate students outline their intended academic course of study and plan their timeframe for degree completion. Students must complete the Degree Plan of Study during the first month of their first semester. Once a Degree Plan of Study has been filed, any changes must be made by either (1) completing a "Request for Change in Plan of Study" form (available from academic advisers or the Graduate School); or (2) filing a new Degree Plan of Study form. Failure to submit the Degree Plan of Study will prevent students from being cleared to graduate.

Degree Plan of Study forms are available online at:
<http://www.newpaltz.edu/psychology/graduate/forms.html>

Degree Plan of Study forms require students to list the courses they have successfully completed, those they may be currently registered for, and those they intend to complete. Non-required credits (i.e., any classes beyond those necessary to complete the degree) should not be listed on the degree plan in case students wish to apply them to another degree at a later date. When the Degree Plan of Study form is complete, it must be signed by the student, her or his Adviser, the Department Chair, and the Dean of Graduate Studies.

Any alterations in courses taken require the filing of a Request for Change in Degree Plan of Study form, available here:
http://www.newpaltz.edu/psychology/graduate/change_in_plan_of_study_form.pdf

Degree Application

The semester before graduation, students must file an Application for Master Degree or Certificate of Advanced Study with the Records and Registration Office, which is in the basement of the [Haggerty Administration Building Room 19; phone: 257-3110]. The coursework the student has completed must match that listed on the Degree Plan of Study; if it does not match, a Request for Change in Degree Plan of Study form or a new Degree Plan of Study form must be filed. The degree application form is available here:
<http://www.newpaltz.edu/advising/appformastersdegree.pdf>

Thesis

Students completing the M.A. in Psychology must complete a thesis, while a thesis is optional for those completing the M.S. in Mental Health Counseling or the M.S. in School Counseling. The primary purpose of the thesis is to allow a student to conduct a research project in a particular field of study. Either three or six credits may be awarded for a thesis. A literature review thesis will earn three credits; an empirical thesis will earn six credits. The stages of the thesis process are detailed below.

Choose a Topic and Thesis Adviser

- The first thing a student does is to identify a thesis topic and ask an appropriate full-time Department of Psychology faculty member to serve as a thesis adviser. Of course, familiarity with the faculty and their respective areas of research is critical in successfully navigating this task.
- Students should consider how their research interests match those of the faculty. The best theses usually derive from ongoing student-faculty collaborations, which generally predate beginning work on the thesis.
- Students need to balance choosing a topic that interests them and making sure that there is someone on the faculty knowledgeable enough about their topic area to

competently advise them on it. Thus, in their first semester in the program, students should be getting to know different faculty members in anticipation of choosing a thesis topic and adviser.

- Once a student has asked a faculty member to serve as adviser, the faculty member has agreed to serve as adviser, and the student and faculty member have begun detailed discussions about the thesis project to be completed, the student is ready to:

Develop a Thesis Prospectus

- The student, with guidance from the thesis adviser, writes a Thesis Prospectus. The purpose of the Thesis Prospectus is to briefly summarize (2-5 pages plus a preliminary reference list) the proposed content and direction of the thesis. For those doing a literature review thesis, the Thesis Prospectus may be very similar to the later Thesis Proposal and may serve both purposes if deemed appropriate by the adviser.
- For a literature review thesis, the proposal should consist of a brief overview of the paper, the area of research it will review, the student's point of view on the research being reviewed, and a preliminary list of references to be cited in the thesis. For an empirical thesis, the proposal should consist of a brief overview of the problem to be studied, the methods planned for the study, the likely means of analyzing data, and a preliminary list of references to be cited in the thesis.
- When the adviser indicates to the student that the Thesis Prospectus is satisfactory, the student is ready to:

Initiate Appropriate Paperwork and Enroll in Thesis Credits

- The student enrolls in thesis credits after completing and submitting a Graduate Thesis Request Form. The Thesis Prospectus should be submitted along with the Graduate Thesis Request Form.
- Once this form is submitted, the student is ready to:

Assemble a Thesis Committee

- The Thesis Committee consists of the thesis adviser and two committee members (or "readers").
- The student disseminates the Thesis Prospectus to potential readers.
- The potential readers should be given a minimum of 2 weeks to read over the Thesis Prospectus before being asked to agree to be readers.
- Criteria for selecting readers:
 - At least one reader must be a full-time Department of Psychology faculty member.
 - With approval from the thesis adviser, the second reader can be an affiliated psychology faculty member, from another department, or from another university.
 - Readers from other universities should only be selected when their specific expertise justifies their involvement. Their responsibilities to the thesis committee are the same as for any other reader. Ideally, they should attend all thesis-related meetings in person, but when this is not feasible arrangements should be made for them to participate by speakerphone in all such meetings. Like any other readers, they must approve the thesis proposal and final thesis.
- Once the student has found two potential readers who, after examining the Thesis Prospectus, agree to serve as Thesis Committee members, the student must:

Develop a Thesis Proposal

- The student, with guidance from the thesis adviser, writes a formal Thesis Proposal. For a literature review thesis, the proposal should consist of a brief overview of the paper, the area of research it will review, the student's point of view on the research being reviewed, and a preliminary list of references to be cited in the thesis. For an empirical thesis, the proposal should consist of a full Introduction section (including review of the relevant theory and research, and specific study hypotheses), the methods planned for the study, the likely means of analyzing data, and a preliminary list of references to be cited in the thesis.
- Thesis Proposals have no set length. Literature review proposals are typically no more than 5-10 double-spaced pages in length and may be very similar to the Thesis Prospectus, while experimental proposals are often longer and outline the methodology and analyses to be employed.
- A Psychology Thesis Template (in Microsoft Word format) has been developed to assist students with the formatting of their theses. This template can be downloaded from the online version of the Graduate Handbook.
- The adviser must indicate to the student that the proposal is satisfactory before the student distributes the proposal to the rest of the committee.

Hold a Thesis Proposal Meeting

- Before the student proceeds with the thesis, the Thesis Proposal needs to be discussed by the student and the Thesis Committee in a formal Thesis Proposal Meeting, whose date and place will be arranged by the student with the help of the thesis adviser.
- Committee members should be given a minimum of 2 weeks to read over the thesis proposal before the Thesis Proposal Meeting.
- At the Thesis Proposal Meeting, the student briefly presents the thesis topic to the committee, whose members in turn give feedback to the student in order to facilitate the student's progress on the thesis.
- The Thesis Proposal Meeting provides an opportunity for the student and Thesis Committee to discuss the project and plan for its successful completion. This planning includes discussion of how each committee member can assist the student as the thesis project unfolds; making sure the student and all committee members share an understanding of what each of their responsibilities will be is always helpful in insuring the thesis moves ahead smoothly and effectively.
- At the end of the proposal meeting, the Thesis Committee and student agree on a time frame for completion of the thesis.
- Once all planning issues have been addressed, the student and Thesis Committee sign a Thesis Proposal Approval Form. Students attach a copy of the proposal to this form. Students also attach a tentative schedule for completing the thesis to this form, which is agreed to by the Thesis Committee.
- The student submits the Thesis Proposal Approval Form and the attached proposal and schedule to the Psychology and Counseling Graduate Programs Office.
- Once the Thesis Proposal Meeting is completed and the Thesis Proposal Approval Form submitted, the student is ready to:

Complete the Research / Write the thesis

- The student consults with the thesis adviser regularly on the progress of the thesis project.
- Successive drafts of the thesis should be submitted to the thesis adviser. Depending on the role the Thesis Committee members adopt at the Thesis Proposal Meeting, drafts may also be submitted to the Thesis Committee on an ongoing basis.

- Meetings between the student and committee members may also take place throughout the completion of the project, as needed.
- The thesis write-up should follow the library's guidelines in the General Instructions for Preparation, Format, and Submission of Theses to the Sojourner Truth Library. References should be cited in APA Style based on the *Publication Manual of the American Psychological Association* (5th ed., 2000).
- For an empirical thesis, the write-up must include a summary of the study (Abstract), the background and rationale for the study and its hypotheses (Introduction), the methodology used (Methods), the findings (Results), a discussion section (Discussion), and references (References).
- For a literature review thesis, the format of the write-up should be decided in consultation with one's thesis adviser.
- When the adviser believes the thesis is ready for final review by the Thesis Committee, the student distributes the "pre-orals draft" to committee members.
- After the readers finish reading the "pre-orals draft," the adviser consults with them to determine if all are in agreement that the thesis is ready to be defended. If there is not agreement, the adviser takes feedback from the readers back to the student and another revision is made; this process continues until all three committee members feel the thesis is ready to be defended.
- Once the student and the Thesis Committee concur that the thesis is ready to be defended, then the student ought to:

Schedule the Oral Defense of Thesis Meeting

- The Oral Defense of Thesis (i.e., for M.A. Psychology students, the required Oral Comprehensive Exam) provides an opportunity for the student and faculty to engage in a scholarly discussion of the student's thesis. It generally lasts about 60 to 90 minutes, though it may take longer. Thus, a two-hour block should be scheduled in case the meeting is longer than anticipated. Important points about the Oral Defense are as follows:
 - A copy of the most recent thesis draft needs to be provided to all Thesis Committee members well in advance. Students defending in the fall semester must submit the thesis to committee members by November 1. Students defending in the spring semester must submit the thesis to committee members by April 1. Regardless of when during the semester the defense is scheduled, the student must provide a hard copy of the thesis draft to all committee members at least two weeks before the scheduled oral defense meeting.
 - The student and Thesis Committee must attend the Oral Defense, but the student and adviser can agree to allow other members of the campus community to sit in on the meeting.
 - During the Oral Defense, the student orally presents the thesis to the committee. There is no set time limit, but student presentations usually last somewhere between fifteen and twenty minutes.
 - The student presentation is followed by discussion and questions from the committee.
 - After all questions have been answered, the student is asked to leave and the committee discusses the student's performance. The Thesis Committee decides whether the student has passed the Oral Defense; agreement among committee members must be unanimous. Students can receive one of four grades:
 1. **Pass:** the thesis is fine as is and no additional changes are necessary. Please note that this grade is rarely obtained, as there are typically at least some necessary revisions.
 2. **Pass with Minor Revisions:** the thesis requires some minor changes, with the Thesis Committee entrusting the adviser to see that the

student incorporates these changes into the manuscript; the committee members do not wish to review the manuscript again.

3. **Pass with Revisions:** the thesis requires significant changes; the student does not need to hold another oral defense meeting, but the readers wish to review the manuscript again before signing off on it.
 4. **Fail:** the thesis requires both significant changes and another oral defense meeting; the thesis project reverts to the "Complete the Research / Write the Thesis" stage.
- A student can only defend the thesis twice. If a student fails the Oral Defense twice, the student is no longer eligible for his or her master's degree.
 - After the committee evaluates the student's performance on the Oral Defense, the student is called back into the room and informed of the results by the thesis adviser.
 - If the student has passed the Oral Defense with a "Pass" or "Pass with Minor Revisions," then the student has all committee members (1) sign the thesis signature page, and (2) sign the Electronic Thesis Approval Form. If the student has passed with a "Pass with Revisions," then the committee waits until appropriate changes have been made before signing the signature page and the Electronic Thesis Approval Form. If the student has failed the defense, then no signatures are given and the student and committee plan how to proceed. Please note that the signature page must be printed on 20% rag or cotton paper.
 - If the student has received any of the three passing oral defense grades, then the thesis committee chair signs the Oral Defense of Thesis Results Form and within 24 hours submits one copy to the Graduate School (campus mail: HAB 804; fax: 257-3284) and the other copy to the Psychology and Counseling Graduate Programs Office.

Submission of Completed Thesis

- A copy of the thesis (including the signature page signed by all committee members) on paper made with a minimum of 20% cotton fiber must be submitted to the library, along with a \$25 check for the binding fee made payable to "SUNY New Paltz I.F.R.A. Account #900404-0920." The thesis should be delivered to the Collection Development Office (STL Main Floor, Room 36), which is open Monday through Friday from 8:30 a.m. and 5:00 p.m.; the telephone number for this office is (845) 257-3731.
- A second copy of the thesis, identical to the first, must be submitted to the Psychology and Counseling Graduate Programs Office in JFT 316. This copy can be a photocopy of the first copy or an exact replica of the original reprinted from a computer. It can be printed on either 20% rag or cotton paper or plain white copy paper. An original or photocopied version of the signed signature page must be part of this second copy.
- It is the student's responsibility alone to make sure that copies of the thesis are delivered to the library and Psychology and Counseling Graduate Programs Office. It is not the responsibility of the Psychology Department or the thesis advisor to submit a student's thesis to the library and Psychology and Counseling Graduate Programs Office. It is expected that students will submit their theses themselves.
- M.A. in Psychology, M.S. in Mental Health Counseling, and M.S. in School Counseling students must also submit an electronic copy of their theses to the library. This allows students throughout the SUNY system (and potentially beyond) to access student theses for research purposes. Electronic submission of thesis requires that the student submit to the library a CD or DVD with the thesis on it, as well as a printed and signed copy of the Electronic Thesis Approval Form. Details about allowable file formats for electronic thesis submission are included in the Electronic Thesis Approval Form.
- Further details on library requirements for thesis submissions are available online at <http://library.newpaltz.edu/policies/masters.html>.
- The student may now:

CELEBRATE!

Practical Issues

- Students who have registered for thesis credits but do not complete their theses by the end of the semester for which they registered should be assigned an “H” grade (“Hold”) for the thesis until the thesis requirements have been met. Instructors should not assign final letter grades for theses until the Library has informed the department that the thesis submitted has been accepted.
- Graduate students who have finished their required coursework, who are not registering for any other credits, and who are using campus facilities (i.e., laboratories, studios, library, etc.) to complete their theses will be required to register for a 1-credit course. The 1-credit course, “Continued Registration” (PSY799), will permit students to obtain a valid student ID card enabling them access to needed facilities and equipment. Credits earned may not be counted toward degree requirements.
- Students who, for whatever reason, need to change thesis advisers in the middle of a thesis project need to consult with the director of their particular graduate program and, if necessary, the Department Chair. Sometimes a change in advisers will necessitate that a student changes thesis topics.
- Time limit: Students have five years from the date they matriculate to complete all requirements for their graduate degrees, including the thesis. Extensions will only be granted under the most extenuating circumstances.

Academic Policies and Procedures

Academic Standing

“Good Academic Standing” is defined as earning a GPA of at least 3.0. “Not making good progress toward the degree” is a GPA below 3.0. Matriculated graduate students who have completed four or more graduate courses at New Paltz and who have earned a cumulative average below 2.50 terminate their “good standing” and forfeit their matriculated status. Any student who has attempted either two semesters of study or 12 credits as a matriculated graduate student and has failed to achieve the minimum GPA (3.0) will be sent a warning letter. Only two courses with a grade below B- (2.67 on the 4.00 scale) will be counted toward a graduate degree. Matriculated students with four or more courses with grades below B- will forfeit their matriculated status.

Grading System

Students’ performance in most courses is evaluated by letter grades according to the following criteria: grades of A or A- are for outstanding work of consistently higher order; B+, B, or B- for good work that is distinctly above average; C+, C, or C- for fair work; D+, D, or D- for marginal work; F is failing.

The computation of student grade point averages is based upon the following point values:

A 4.00	C 2.00
A- 3.67	C- 1.67
B+ 3.33	D+ 1.33
B 3.00	D 1.00
B- 2.67	D- 0.67
C+ 2.33	F 0.00

All SUNY New Paltz graduate courses on the student’s graduate transcript are used to calculate the GPA.

Graduate students may not elect the S/U Option for graduate classes. Students seeking exceptions to this rule must see the Dean of the Graduate School.

The mark of I (Incomplete) is awarded at the discretion of the instructor and on the request of the student only when the student has completed at least three-quarters of the required work

for a course and where a personal emergency prevents the student from finishing the work on schedule. Students must complete the course work by the midterm point of the next semester they are registered or the I will be converted to an F.

A student who does not register for one calendar year after the semester or summer session in which the incomplete was awarded will have the incomplete converted to a "permanent incomplete" (I*) if the course is not completed, or an extension not granted, and the instructor does not change the grade within a calendar year of granting the incomplete. The "permanent incomplete" can never be changed, but a student may graduate with the mark on his/her record.

The mark of H (Hold) is used only in those few courses for which it has been approved, such as where the work begun is continued into the following semester. The grade given at the end of the second semester automatically replaces the H given for the first semester. The mark of H is also frequently assigned, instead of I, when a course in "Thesis" is incomplete.

Students may not graduate with an H or an I mark on their record. There is one exception to this rule. A student with an incomplete in a course which was taken in her/his last semester at New Paltz and which is not needed to fulfill any college, curriculum, major, or minor requirement may request a permanent incomplete (I*). This request must be made in writing to the [Recorder's Office, HAB 13], and, if the permanent incomplete is granted, the mark can never be changed. This exception does not apply to the mark of H. The mark of I (Incomplete) is awarded at the discretion of the instructor and on the request of the student, only when the student has completed at least three-quarters of the required work for a course, and a personal emergency prevents the student from finishing his or her work on schedule. Coursework must be completed by the midterm point of the next semester for which the student is registered, or the I grade will be converted to an F.

Note: Graduate students who have finished their required course work and who are using campus facilities to complete theses and other culminating projects will be required to register for a one (1) credit "Continued Registration" course. See your adviser for further information.

Repeat Course Grading Option

Graduate students may elect to repeat a course under the "Repeat Course Grading Option." The "Repeat Course Grading Option" is available to matriculated graduate students as a one-time, single course option, subject to the approval of their adviser, department chair, and the Dean of the Graduate School. Under this option, only the second grade will be counted in a student's cumulative average.

Matriculated graduate students ("G") may petition the Dean of the Graduate School for the repeat course grading option (counting only the repeat grade) and permission is granted under special circumstances. The repeat course grading option may only be granted for one course.

Graduate Appeals Procedures

Graduate students who wish to formally appeal an academic matter may obtain the appropriate guidelines from the Office of the Graduate School, in HAB 804.

Residence Credit Policy

Residence credits are defined as credits earned in courses offered by SUNY New Paltz professors or adjunct instructors in a regular semester or summer session. Twenty-four credit hours of graduate study normally constitute the minimum residence credit requirements for graduate degrees.

Transfer Credit Policy

On the recommendation of the Department of Psychology, up to nine transfer credits may be applied to the degree, subject to the following conditions:

- The course was taken at an accredited institution.
- A grade of B- or better was earned in the course.
- The course was taken BEFORE matriculation at New Paltz.

For transfer credits to be posted, the Graduate School requires an official copy of the transcript and the course must be listed on an approved Plan of Study (or amended Plan of Study). Transfer credits may be given after matriculation under special circumstances with permission of the Dean of the Graduate School.

Note: Whether or not course work completed at another educational institution is recommended to the Office of the Graduate School for credit toward the student's master's degree is at the discretion of the Psychology or Counseling Graduate Program. Students should submit transfer requests to the director of their graduate program. Requests must include transcripts listing the courses to be transferred and a catalog course description of the course. If possible, the syllabus from the section of the course taken should also be submitted.

Graduate Credits taken while an Undergraduate at New Paltz, but not required for the Undergraduate Degree

On the recommendation of the department and with the approval of the Dean of the Graduate School, SUNY New Paltz graduate students may transfer up to nine (9) graduate credits taken as an undergraduate at SUNY New Paltz and not needed for their undergraduate degree to their graduate transcript. These courses must be listed on the Plan of Study as approved transfer credits. Students must pay the tuition differential in order for the course credits to be transferred to their graduate transcript. Students' grade(s) as well as the graduate credits will be posted to their graduate transcript and the GPA will be calculated using these credits. Some departments limit transfer credits to fewer than nine (9) graduate credits and/or to those courses no older than seven years.

Time Limit for Degree Completion

All requirements for the M.A. in Psychology, M.S. in Mental Health Counseling, or M.S. in School Counseling must be met within five years of the date of matriculation. If the time limit expires, matriculated status will be canceled. Students may request an extension by writing a justification letter to the director of their program, but extensions are granted only under the most extraordinary of circumstances. If an extension is granted, students may be required to complete additional course work.

Academic Integrity

Students are expected to maintain the highest standards of honesty in their college work. Cheating, forgery, and plagiarism are serious offenses, and students found guilty of any form of academic dishonesty are subject to disciplinary action.

Cheating is defined as giving or obtaining information by improper means in meeting any academic requirements. The use for academic credit of the same work in more than one course without knowledge or consent of the instructor(s) is a form of cheating and is a serious violation of academic integrity.

Forgery is defined as the alteration of college forms, documents, or records or the signing of such forms or documents by someone other than the proper designee.

Plagiarism is the representation, intentional or unintentional, of someone else's words or ideas as one's own. Since words in print are the property of an author or publisher, plagiarizing is a form of larceny punishable by fine. When using another person's words in a paper, students

must place them within quotation marks or clearly set them off in the text and give them appropriate footnoting. When students use only the ideas and change the words, they must clearly identify the source of the ideas. Plagiarism, whether intentional or unintentional, therefore, is a violation of the property of the author plagiarized and of the implied assurance by the students when they hand in work that the work is their own. If students have any questions about what constitutes plagiarism, it is their responsibility to clarify the matter by conferring with the instructor.

Faculty members must report in writing cases of cheating, plagiarism or forgery to their department chair, academic Dean and Associate Dean for Student Affairs. Faculty members are also responsible for making the initial determination of the academic penalty to be imposed in cases of cheating, plagiarism, or forgery and for informing in writing the department chair, the academic Dean, and the student of the alleged violation and the proposed penalty. The academic penalty may range, for instance, from failure of a specific piece of work in a college course to failure of the course itself.

Cases requiring disciplinary and/or grade appeal action will be adjudicated in accordance with Procedures for Resolving Academic Integrity Cases, a copy of which is available in the office of the Dean of the Graduate School, the office of the Provost for Academic Affairs, and in the academic Dean's offices.

Course Registration and Withdrawal

Following appropriate consultation with one's adviser, students can enroll in graduate courses online using my.newpaltz.edu, or by submitting a registration form. If submitting the registration form, it should be completed and filed at Records and Registration, which is located in the basement of the Haggerty Administration Building.

To withdraw from a course, students must complete the Course Withdrawal form and submit it to Records and Registration. A student may withdraw from a course until the date specified in the academic calendar with the payment of a fee. The signature of the instructor and last date of attendance must be on the withdrawal form. The relevant dates are specified in the academic calendar, which appears in the Schedule of Classes. A course withdrawal after that date will be permitted only for compelling non-academic reasons; students should consult with the office of the appropriate Dean of the faculty for detailed information. No record of course enrollment will appear on the transcript if a course is dropped during the course-change period. A grade of W will be recorded for withdrawals from courses after the course-change period and until the course withdrawal deadline date. A grade of F will be recorded for any student who informally drops a course without following the procedure outlined above.

Note: Each semester, check the academic calendar for the course registration and withdrawal deadlines.

Deferral Policy

Graduate program acceptance and matriculation is for the semester indicated in the student's acceptance letter. Students who do not enroll in the semester for which they are accepted forfeit their place in the program. Students who have forfeited acceptance into a program have up to one year to request that their acceptance be reinstated. However, granting this request remains at the discretion of the program. After that point, it will be necessary to reapply.

Graduate Appeals Procedure

The appeal system, which deals with inequitable application of academic policy, affords recourse to a student who has evidence, or believes that evidence exists, to show that an inappropriate grade has been assigned or other inappropriate formal academic action has been taken. For example, this may be a result of a mechanical error, discrimination, a violation of published academic policy, allegation of academic dishonesty, or error in judging the quality of the student's work.

The following steps should be taken to initiate and process an academic appeal. It is imperative that the individual student recognizes the responsibility for taking the initiative in the appeal and for processing the appeal through each step of the procedure. It is the student's choice whether or not to proceed to each step of the procedure.

Step 1: The student must consult with the instructor concerning the problem. If a satisfactory resolution of the problem is not achieved and the student wishes to go to step 2, the student must request a signed and dated acknowledgement of the consultation from the instructor. A handwritten note is sufficient.

Step 2: The student must consult with the *chair of the department offering the course*. If a satisfactory resolution of the problem does not result from this consultation and the student wishes to go to step 3, the student must request a signed and dated acknowledgement of the consultation from the chair. A handwritten note is sufficient.

Step 3: The student must go to the *Dean of the School offering the course* in question, complete the "Student Form for Academic Appeals," and arrange a meeting with the Dean. If no satisfactory resolution is achieved after consultation with the Dean, the student may initiate step 4.

Step 4: The student should forward to the Graduate Dean an explanatory cover letter, a copy of the "Student Form for Academic Appeals," and any pertinent documents in the student's possession.

Step 5: The Graduate Dean and the Graduate Council will review the material submitted. After due consideration of the issues, the Graduate Dean and Council will decide whether further action is justified and the nature of such action. The Council may request a consultation with the student at this step; however, consultation should not be considered routine. If the committee decides that no further action is justified, it will so inform the student in writing.

If the Graduate Dean and the Graduate Council deems that action other than denial of the appeal is justified, it may request consultations with any of the individuals involved in the appeal or may request any other information needed for clarification of the issues.

Step 6: The Graduate Dean will recommend to the Provost/Vice President for Academic Affairs such action as he/she deems appropriate to resolve the appeal. A copy of this recommendation will be forwarded to the student.

Step 7: The Provost/Vice President for Academic Affairs will have the ultimate authority in rendering a judgment in cases presented to him or her through the above process. The Provost/Vice President for Academic Affairs will inform the student in writing of the decision.

Student Form for Academic Appeals

The Student Form for Academic Appeals is available in the Graduate School Handbook:

<http://www.newpaltz.edu/graduate/Academic%20Policies%20and%20Procedures.pdf>

This form is to be filled out with the aid of the appropriate representative of the Dean's office and only after the instructor and the chair of the department have been consulted, and if the problem has not been resolved. **NOTE:** Three (3) copies of this form will be needed (appropriate Dean, Graduate Council, student) if the appeal has not been resolved by the Dean.

Student Support Services

The department is happy to make necessary accommodations if you are a student with special needs. More generally, students are encouraged to make use of campus resources pertaining to their physical, psychological, and social well-being. Below is a list of campus resources students should feel free to utilize. Let us know if you have questions about any of them.

DisabilityResourceCenter	257-3020
StudentHealthCenter	257-3400
Psychological CounselingCenter	257-2920
CareerResourceCenter	257-3265
University Police	257-2222

As graduate students, many of you may find yourselves working in one or more of the offices above. If you feel this may interfere with your ability to use these services, feel free to raise this issue with your adviser, a trusted faculty member, or a member of the staff in any of these offices. We will be happy to help work with you to make sure you receive whatever services are necessary.

Assistantships and Other Funding

Teaching Assistanships. Teaching Assistantship (TA) positions are available to a limited number of students each year. Selection for these positions is competitive. Assistantship duties involve aiding faculty in teaching either undergraduate PSY275 Psychological Statistics or PSY311 Psychological Research Methods. Currently, the position entails a six-credit tuition scholarship per semester plus a stipend. The TA positions will be chosen by an application process. Therefore, applications should be submitted to the director of your particular program.

Undergraduate Advisors. Undergraduate Advising (UA) positions are Student Temporary Service positions that report to the Chair of the Psychology Department. This position is responsible for (a) holding regular office hours (approximately 10-12 hours/week; times TBD based on schedules), (b) meeting with undergraduate students and signing them up for the psychology major and other programs, (c) helping oversee the psychology subject pool (connected with the undergraduate program), (d) assisting with Open House and other events to represent the Department, and (e) other similar tasks associated with helping our undergraduate programs and students succeed. One-year renewal, along with some summer work, possible. This position provides great experience and opportunities regarding the functioning of an academic department and advising/counseling of young adults in a university context. Currently, UGA employees are paid an hourly wage, which is determined each academic year. Candidates for UGA positions are chosen by the Chair of the Psychology Department with input from the directors of the two graduate programs. Position openings will rotate between the MA Psychology graduate program and the MS Counseling Graduate program. A call for applications will be sent via email during the summer of each year. Interested applicants must apply for the position by submitting a letter of interest and a resume to Glenn Geher, Psychology Department Chair.

Other positions. The [Career Resource Center](#), the [Disability Resource Center](#), [Academic Advising](#), the [Office of Institutional and Research Planning](#), the [Psychology Department](#), as well as the [Institute for Disaster Mental Health](#) and the [Evolutionary Studies Program](#) all offer jobs to students in the Department's graduate programs. Both the Institute for Disaster mental Health and the Evolutionary Studies programs are affiliated with the Psychology Department. As with all funded positions in the department, applications are solicited on an invitation only basis, although students are encouraged to verbally inform the Psychology and Counseling Graduate Programs Office of their interest. As with GSA positions, other job opportunities within in the Psychology Department are Student Temporary Service positions.

Scholarships. The [SUNY New Paltz Foundation](#) has scholarships, some of which may be appropriate for graduate students. Students conducting research should consider applying for a [Research and Creative Projects grant](#) from the [Graduate School](#), and for [Lavallee Student Travel Funds for presenting at conferences](#). More generally, [Financial Aid](#) has information on [scholarships](#) and [loans](#).

Graduate Psychology Association (GPA)

GPA is the graduate psychology student's own organization. GPA was created to provide a supportive organization for psychology graduate students and to offer both students and faculty an opportunity to come together and share scholarly ideas.

The group serves as a support network for graduate students, as well as a forum for individuals to present research and thesis propositions, to discuss psychological issues, and to help incoming students become involved and familiar with the department. GPA also has sponsored events with speakers who are world-renowned psychologists (past speakers have been Thomas Szasz, Albert Ellis, and John Darley).

Although primarily directed towards graduate interests in psychology, GPA extends its invitation to all interested parties and welcomes their attendance at any of its events. With the support of the graduate students and faculty, GPA has been successful at providing beneficial information to the community and bringing professional and educational recognition to SUNY New Paltz.

The GPA was the first graduate student club to be officially approved by the SUNY New Paltz Student Association and recognized by the college. While it is not funded by the Student Association at this time, current graduate students may seek such funding again in the future.

Psi Chi (The National Honor Society in Psychology)

The SUNY New Paltz chapter of Psi Chi, the National Honor Society in Psychology, was established in 2001 and is open to graduate students who have earned a 3.40+ GPA both overall and in their psychology coursework at SUNY New Paltz. The Psi Chi chapter organizes psychology-relevant events, often working alongside the Undergraduate Psychology Association (UPA) and the Graduate Psychology Association (GPA). Induction ceremonies are held each Spring semester, typically in April or early May. Graduate students who joined Psi Chi at another institution while they were an undergraduate may transfer their membership to the SUNY New Paltz chapter by completing a Transfer of Membership form, available from the Psi Chi website (<http://www.psichi.org>). For questions about the SUNY New Paltz chapter of Psi Chi, see the chapter advisor, Dr. Douglas Maynard.

Sojourner Truth Library

Overview

Sojourner Truth Library is a learning library: a gateway to knowledge and global resources; an inviting place where students and faculty learn, conduct research, and engage in joint inquiries, with an array of innovative, outstanding information services, and the expertise to prepare students for lifelong learning.

Psychology/Counseling Resources and Internet Links

The library offers in person and online services that are essential resources for graduate students.

- The library home page can be found at: <http://library.newpaltz.edu>
- Resources specifically for psychology students and faculty can be located online at: http://library.newpaltz.edu/research_areas/psychology.html
- The library collections, including a searchable online catalog, can be located at: <http://library.newpaltz.edu/collectionindex.html>

- Information about getting research assistance, including online help, can be found by going to: <http://library.newpaltz.edu/vref/index.html>
- For hours and other information, see:
- http://library.newpaltz.edu/library_hours.html
- Thesis submission information is available at: <http://library.newpaltz.edu/policies/masters.html>

Interlibrary Loan (ILL)

If the Sojourner Truth Library does not have the article or book you need, you may request it through interlibrary loan. The Interlibrary Loan Office receives thousands of requests for information each semester, and psychology majors are responsible for the vast majority of the material obtained by the ILL. Graduate students ask for the greatest proportion of the psychology literature that is borrowed from other libraries. With this in mind, here are a few helpful hints that will enable you to obtain the journal articles you need for your thesis and other projects.

- ILL requests are most easily made on-line at: <http://137.140.20.68/illiad/logon.html>.
- To make ILL requests online, you need to set up an ILLiad account, which you can do in a few minutes online. For instructions and further help, see: <http://137.140.20.68/illiad/FAQ.html>
- Include the ISBN number on your ILL Requests. This will save the staff time and work.
- Plan ahead! Start requesting early and build time into your research schedule for information gathering. Remember, the peak request times for the ILL Office are March/April and October/November.
- Pace your requests. A few items a week are easier for the ILL Staff to honor than 25 all at once.
- Misinformation slows the process and frustrates the ILL Staff. Check your citations and verify that the Library doesn't own the material.

Computer and Internet Services

SUNY New Paltz has a variety of computer resources that you will have access to. There are several computer labs on campus, including those in the Student Union Building (SUB), Humanities (HUM), and Sojourner Truth Library. Each of these labs offers access to a number of resources, such as email, the World Wide Web, and word processing. Please remember that when using these computer labs, if you do not save your work to a disk then it will be lost. The network system will not retain your files.

E-mail. In order to use e-mail through SUNY New Paltz, you will be required to set up a campus email account. All students registered for classes should automatically have an account, and should be able to easily validate it using <http://my.newpaltz.edu> (see below). Contact Academic Computing for additional help setting up your account <http://acs.newpaltz.edu/>. In addition to email, your e-mail account will give you access to library resources, class schedules, and various newsgroups. Therefore, you are urged to take advantage of this free campus service.

Note: While many students have other e-mail accounts besides their SUNY New Paltz account, students should use their SUNY New Paltz accounts for all correspondence related to their graduate training because these are the default email addresses for receiving messages from Blackboard and my.newpaltz.edu. If you use a different account, please arrange to have your New Paltz account's messages forwarded to said account because it is the New Paltz account that the Psychology and Counseling Graduate Programs will use to send you all university-related e-mail. You should check your New Paltz e-mail regularly.

Internet. The campus computer labs also offer access to the Internet. To access the web, click on Internet Explorer or Mozilla Firefox on the desktop of any campus computer. Here are some useful websites:

- SUNY New Paltz Psychology (<http://www.newpaltz.edu/psychology>)
- SUNY New Paltz Graduate School (<http://www.newpaltz.edu/graduate>)
- American Psychological Association (<http://www.apa.org>)
- Association for Psychological Science (<http://www.psychologicalscience.org>)
- Non-Academic Employment Information (<http://www.apa.org/careers/resources/profiles/index.aspx>)

Blackboard. All SUNY New Paltz students have access to Blackboard, an Internet resource personalized to each student's needs (<https://blackboard.newpaltz.edu/>). When you log on to Blackboard, you will find links to each of your current classes, to any campus organizations to which you belong, and other relevant information. Students are encouraged to log into Blackboard regularly. Blackboard links often provide opportunities to participate in class or club related discussions. Your login ID is your SUNY New Paltz e-mail user name; your password is "s" followed by the last six digits of your social security number. Passwords cannot be changed at this time.

Note: One of the links you should see when you log in to Blackboard is "Psych & Counseling Grad Programs." This link is designed specifically for M.A. in Psychology, M.S. in Mental Health Counseling, and M.S. in School Counseling students. It contains announcements, job postings, discussion lists, and up-to-the-minute info for students and faculty. It also includes an e-mail list of all current faculty and registered students. You should check this link regularly! If you do not see it when you log in to Blackboard, please inform the director of your graduate program.

my.newpaltz.edu. Students can register for most of their courses, as well as get instant access to their grades, current class schedule, financial records, and other important academic information by logging on to <http://my.newpaltz.edu>. Your login ID is your social security number and your four digit pin number is the last two digits of your birth year followed by the day of the month you were born. You can (and probably should) opt to change your password. Use my.newpaltz.edu to activate your campus email account.

Purchasing books online. The Psychology and Counseling Graduate Programs know that course books are often quite expensive. The Internet and some advance planning may be of help. Some professors post their syllabi on Blackboard or their personal web sites well in advance of the start of each semester. This potentially allows you to get a head start on tracking down course materials and may even give you time to order new or used course books online at better prices than may be available locally. The key is to leave ample time for the books to get shipped to you before the term begins. Check out the following online sites to comparison shop for books (and surf the web for other online book deals):

- abebooks: <http://www.abebooks.com>
- Amazon: <http://www.amazon.com>
- Barnes & Noble: <http://www.barnesandnoble.com>
- Bibliofind.com: <http://www.bibliofind.com>
- Borders: <http://www.borders.com/online/store/Home>
- e-follett (college textbooks): <http://www.e-follett.com> or <http://www.bkstr.com/>
- Powell's Books: <http://www.powells.com>
- Inquiring Minds (local New Paltz bookstore): <http://www.newpaltzbooks.com/>

Graduation

In the semester prior to graduation students must complete an Application for Master Degree or Certificate of Advanced Study and submit it to the Records and Registration Office located in the basement of the [Haggerty Administration Building Room 19; phone: 257-3110]. See the graduation information page of the Records and Registration website for more: <http://www.newpaltz.edu/registrar/graduation.html>

Students have completed the degree requirements when their files contain:

1. Evidence of a final undergraduate transcript showing a Bachelor degree award
2. A filed Degree Plan of Study with all of the courses completed
3. Successful completion of the thesis and the oral presentation/defense of the thesis, as evidenced by a copy of the Report of Oral Comprehensive Exam Form
4. A completed copy of the thesis submitted on appropriate paper to the library (with \$25 binding fee)
5. The completed Degree Application

If anything is missing from a student's file, the student will be sent notification. A student whose file is incomplete will not be allowed to graduate. It is the student's responsibility to make sure his or her file is complete.

Forms and Attachments

Listed below are the forms you will need as you progress through the program. Printable copies of these forms, along with a downloadable Microsoft Word template for students to use for their theses, are available online via the graduate program website at: http://www.newpaltz.edu/psychology/graduate/psych_forms.html

- A. Credit Course Registration and Student Census
- B. Degree Plan of Study (36-credit M.A. in Psychology)
- C. Request for Change in Degree Plan of Study
- D. Graduate Thesis Request Form
- E. Thesis Template in Microsoft Word (available online only)
- F. Thesis Proposal Approval Form
- G. Report of Oral Comprehensive Exam Form
- H. Electronic Thesis Approval Form
- I. Library Instructions for Preparation of Theses
- J. Application for Masters Degree or Certificate of Advanced Study
- K. Other important forms available here: <http://www.newpaltz.edu/advising/forms.html>