

GRADUATE STUDENT HANDBOOK

**DEPARTMENT OF PSYCHOLOGY
OKLAHOMA STATE UNIVERSITY**

2022-2023



Disclaimer

The material in this handbook supplements university academic regulations for students and faculty connected with the graduate program of the Department of Psychology. These requirements, academic standards, and procedures apply when duly published by the Department of Psychology. The Oklahoma State University Catalog also contains information on rules, regulations, and procedures of the University, College of Arts and Sciences, and the Graduate College. In the event that anything described in this document conflicts with a University or College rule, those rules will take precedence.

Table of Contents

Disclaimer	2
I. Welcome to the Department of Psychology	5
A. Preamble	5
B. Organizational Chart	5
C. Department Administration	6
Department Head.....	6
Associate Department Head.....	7
Director of Clinical Training (Clinical Psychology Ph.D. Program).....	7
Director of Experimental Psychology Ph.D. Program	7
D. Office Staff	7
Administrative Assistant	8
Financial Assistant	8
Administrative Support Assistants	8
E. Academic Advisors	9
Graduate Advisor	9
Undergraduate Advisors	9
F. Grievances	10
G. Department Facilities	10
Smoking Policy.....	10
Office Space	10
Telephones and Departmental Directory	11
Mail Services	11
Photocopying Services and Poster Printer	11
Psychological Services Center	12
Computer Labs and Office Computers.....	12
General Purpose Classrooms.....	13
Online Teaching Studio	13
Human Research Participant Pool.....	13
Parking.....	14
Your Personnel File	14
II. GRADUATE STUDY	14
A. Selecting a Faculty Advisor	15
B. Coursework	16
Full-Time Equivalency.....	16
Transfer & Waivers.....	17
Quantitative Course Requirements	Error! Bookmark not defined.
Core Course Requirements.....	22
Teaching Practicum.....	23
Thesis and Research Courses.....	23
Grade Point Averages and Unsatisfactory Grades	23
C. Master Degree Requirements	24
General Requirements	24
Master Thesis Committee.....	24
Plan of Study.....	26
Thesis Proposal	26
IRB Approval for Research	28
Required Research Ethics Training	28

Thesis Document	28
Thesis Oral Defense	29
Thesis Submission	29
Receipt of the Master Degree	29
D. Comprehensive Examination	30
E. Qualifying Examinations	31
F. The Ph.D. Degree	31
General Requirements	31
Ph.D. Plan of Study	32
Admission to Doctoral Candidacy	32
Final Date to Add Dissertation Hours.....	34
Dissertation Committee	35
Dissertation	36
Dissertation Proposal	37
IRB Approval for Research	37
Dissertation Oral Defense	38
Dissertation Submission	38
Receipt of the Ph.D. Degree	38
Exit Meeting with the Head	40
G. Annual Evaluation by Faculty.....	41
H. Requesting a Leave of Absence	42
I. Summary of Major Deadlines	43
Filing Drafts of Thesis and Dissertation	44
III. Financial Matters	44
A. Outside Work Policy	45
B. Tuition Waivers.....	46
C. Assistantships.....	46
Paid Practica Assistantships	47
Research Assistantships	47
Administrative Assistantships.....	47
Teaching Assistantships	47
D. Course Evaluations by Students	48
E. Research Expenses and Travel Funds	48
F. Supervising Undergraduate Research Assistants.....	49
G. Preparing Future Faculty (PFF) in Psychology	49
IV. Service Opportunities for Graduate Students	49
Faculty/Staff Representative.....	50
Search Committees Representative	50
Area Representatives	50
Department Advisory Committee Representative.....	50
Curriculum Committee Representative.....	51
Colloquium Representative.....	51
Graduate and Professional Student Government Association (GPSGA)	52
Psychology Diversified Students Program (PDSP) Representative.....	52
Psychology Graduate Student Association (PGSA).....	52

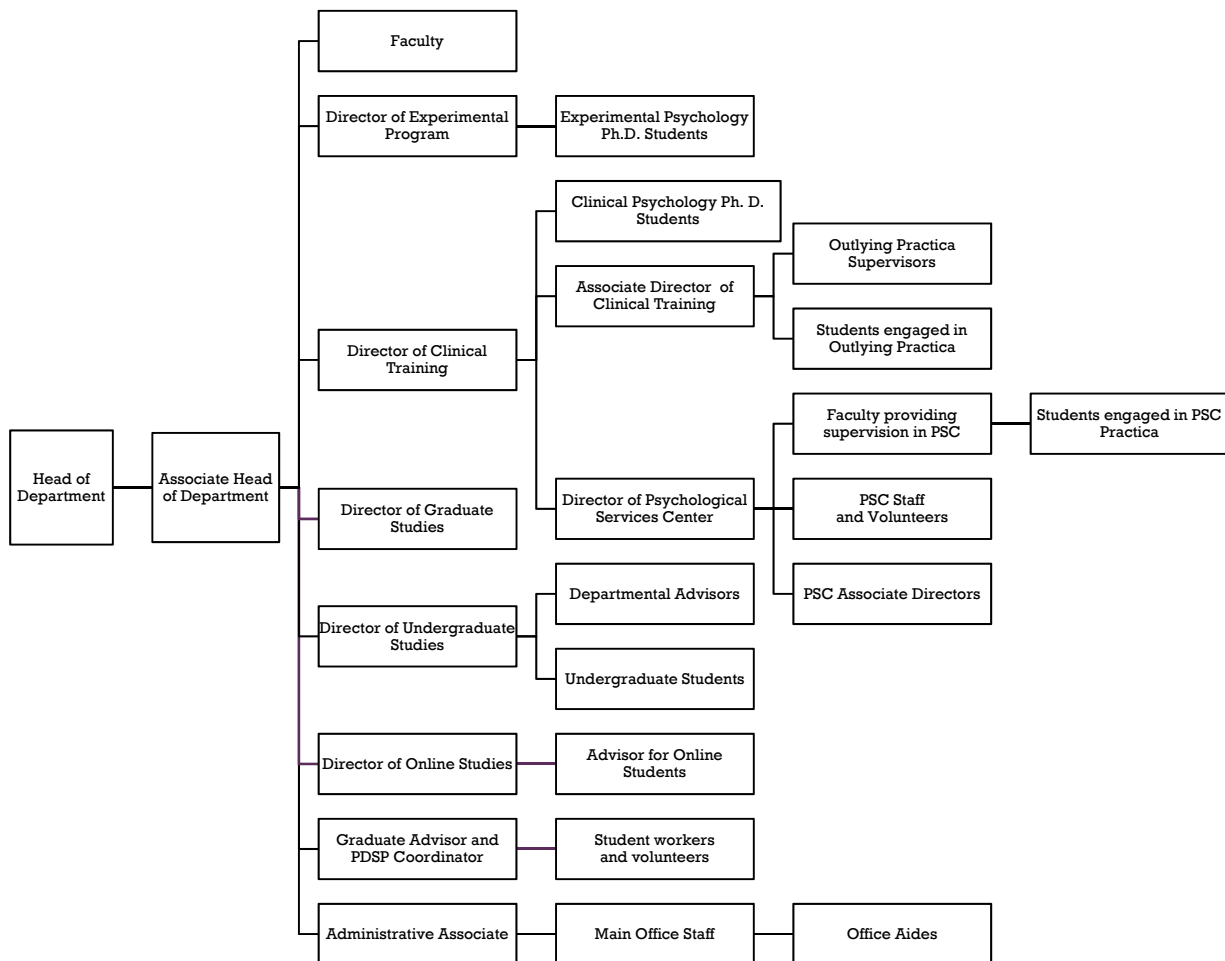
I. Welcome to the Department of Psychology

A. Preamble

Welcome to the Department of Psychology at Oklahoma State University! The department's primary goal is to produce scholars of psychology with sufficient breadth and depth to permit successful independent and significant research. Your training will utilize a mentorship model. You will participate in the research program of a faculty member, but you will also be expected to initiate independent research. We, the faculty, hope and expect every one of you to successfully complete your Ph.D. degree.

B. Organizational Chart

The daily functions of the Department of Psychology are carried out through the hard work of many individuals. The following organizational chart provides an overview of the major areas.



C. Department Administration

The major leadership positions in the Department are as follows:

Department Head

Dr. Thad Leffingwell is the Head of the Department of Psychology. He is responsible for the functioning of the department. If you have questions, you are encouraged to contact him. He maintains several open office hours per week. If these are not convenient for you, you may make an appointment with the Head directly or through the Administrative Assistant. His office is North Murray Hall room 116.

*Note: Dr. Tony Wells serves as the Interim Head of the Department of Psychology during the Fall 2022 semester.

Associate Department Head and Director of Undergraduate Studies

Dr. Cindy Melancon is the Associate Department Head and Director of Undergraduate studies. The Associate Department Head assists the chair in the daily functioning of the department. The Director of Undergraduate Studies works with departmental faculty and undergraduate advisors to direct and coordinate undergraduate education in the department.

Director of Graduate Studies

Dr. Matt Alderson is the director of Graduate Studies. He coordinates graduate student funding and assistantship assignments.

Director of Clinical Training (Clinical Psychology Ph.D. Program)

Dr. Stephanie Sweatt is the Director of the Clinical Ph.D. Program. The Director of the Clinical Ph.D. Program oversees functioning of the clinical program.

Director of Experimental Psychology Ph.D. Program

Dr. Jennifer Byrd-Craven is the Director of the Experimental Psychology Ph.D. Program. The Director of the Experimental program oversees the functioning of the Experimental area.

Director of Online Studies

Dr. Larry Mullins is the director of Online Studies. He directs and coordinates online learning options for the department.

D. Office Staff

Our hardworking office staff carries out the daily operations of our department. You will come to know them as well as your faculty advisor, course professors, and peers. They are happy to assist you as necessary, but please remember that they are responsible for many of the unseen tasks that ensure that our department runs smoothly. Currently, our staff includes Amanda Dalton, the Administrative Assistant, Conni Pedersen, Financial Assistant, Alissa Anderson,

Administrative Support Assistant, and Aaron Nelson, Administrative Support Assistant. The responsibilities of each are as follows:

Administrative Assistant

Amanda Dalton serves as the Assistant to the Department Head and supervises all office staff. Some of her duties of specific interest to graduate students are: petitions to be presented at Department Advisory Committee or faculty meetings, research subject reimbursement, departmental payroll, all HR process for new employees, students, faculty staff, office space/upgrades, etc., coordinates Physical Plant work orders, OSU foundation accounts, any problem with department staff, questions about psychology course schedules and classes, and questions regarding department or university policies and procedures.

Financial Assistant

Conni Pedersen serves as the bookkeeper of Department accounts including the Departmental budget, travel requests, reimbursements, research participant payments, Imprest cash requests, monitors all PCards accounts and prepares all student employment actions.

Administrative Support Assistants

Aaron Nelson serves as the departmental receptionist. He is responsible for the following duties of specific interest to graduate students: the checking out of all department keys, maintaining the graduate student file folders, handling questions and problems with the photocopying machines, reserving rooms, handling repairs on office equipment and office space, coordinating courses evaluation forms, makes files for admission, and processing mail.

When the Administrative Support Assistant or Financial Assistant is unavailable, please see the administrative assistant for assistance. It is also important to note that the office staff's desks are their own private property. Please respect that privacy, and do not look for things in their desks if they are not present.

Alissa Anderson is the main designated purchaser for the department and maintains all surplus and inventory records. She also orders textbooks

E. Academic Advisors

Our department is fortunate to have four advisors, one for graduate students and three for undergraduate students.

Graduate Advisor

Patricia Alexander advises and serves as a resource for **all** graduate students in the Department. She provides all orientation materials, including the special graduate student survival handbook. This office also arranges the orientation program for new students. Additionally, she functions as a support center used by many graduate students. If the student so requests, she serves as a campus liaison between the psychology graduate student and other campus offices. She facilitates applications for student fellowships and grant by publishing a newsletter twice a year.

Patricia also acts as the Coordinator of the Psychology Diversified Students Program (PDSP), whose mission is to recruit and retain students who have the background, and/or experience, and/or professional interest in populations that are underrepresented in psychology or underserved by psychology. These populations may include but are not restricted to ethnic minorities and the physically disabled. As the Psychology Diversified Students Program Coordinator, Patricia reports directly to the Head. Additionally, she is advised by the Psychology Diversified Students Program Committee (PDSPC).

Undergraduate Advisors

In recent years, the number of undergraduate majors is consistently over 600. The department has five full-time undergraduate advisors: Silvia Daggy, Kaylie Bechtel, Carrina Lickteig, Meredith Beyl, and Twambi Kersetter.

F. Grievances

Occasionally, problems arise between students and/or OSU faculty and staff. There are three major types of grievances for which the university has procedures: 1) general grievances; 2) grade disputes, and 3) sexual harassment. If you encounter a troubling situation of any kind, we encourage you to seek out advice about the best course of action. It is generally recommended to consult your immediate supervisor first. If an issue arises during teaching, it would be sensible to discuss it first with your teaching supervisor. Similarly, if an issue arises related to clinical duties, you can consult your Clinical Supplement or the Director of the Psychological Services Clinic (PSC), and if an issue arises related to research, you can consult your research supervisor. At any time, you can seek the Department Head and/or Associate Head or University administrators to discuss concerns you have. A copy of the University's sexual harassment policy can be found at the end of this handbook (see appendix A) as well as procedures for handling grievances in general (see appendix B).

G. Department Facilities

Smoking Policy

No smoking (including vaping) or tobacco use is permitted on University property (see appendix C).

Office Space

Faculty and graduate students are assigned office space. Students typically share office space with other students. Some student offices are equipped with computers.

Everyone is required to check out a key for his or her office space. Aaron Nelson maintains all keys and will provide you with a form to complete when you receive your key. Security is a serious matter. The loss of one key could require the re-keying of the entire building. In order to have access to research space on a one-time or longer basis, you must present written approval from that faculty member to Aaron.

Please do not relocate furniture within the Department or bring in your own furniture without permission.

Telephones and Departmental Directory

Faculty offices are equipped with telephones. Graduate student offices do not have telephones. As a teaching assistant responsible for your own class, the office staff will take teaching-related messages for you. Remember the student can leave a message in your mailbox or meet you during your office hours. For other students, the office staff will take emergency calls only. If you have a special need that requires a temporary change in this policy, you must obtain permission from the Administrative Assistant in advance of the time you want this special privilege. Please do not use the phones in the Departmental Office.

The Department main office will provide addresses/phone numbers of present and previous faculty and graduate students to faculty or present graduate students (unlisted numbers will not be made available). This information will not be given to anyone else. Each year, you will be asked to update your contact information. Doing so in a timely manner will ensure that others can reach you for matters related to courses, teaching, and research.

Mail Services

Mailboxes for faculty, graduate students, and staff are located in Psychology Building 104. The mailing address for all members of the department is 116 Psychology Building, Stillwater, Oklahoma 74078-3064. Office staff opens the mailroom during workdays between 8:00 a.m. and 5:00 p.m. Faculty and students receive keys that enable the room to be accessed at any time.

Photocopying Services and Poster Printer

The Department's copying needs are provided through two means. Large copy jobs are sent to University Printing services. Small copy jobs can be completed on the department's photocopying machine, which is located in 104 Psychology Building. The department will pay for copying directly related to your teaching assignment, e.g., there is a specific budget for teaching costs for PSYC 1113. All other copying will be considered personal and will be charged to you at ten cents a page. You will receive a monthly bill. You may pay by check or cash. If you pay by cash, bring in your bill to be signed paid by the Financial Assistant. In cases where you question your billing, you will need your canceled check or the signed receipt. If your bill is three months past due,

you will lose copying privileges until this bill is paid. Undergraduates do not have copying privileges. A request to alter this rule for a specific time/duty must be made by the faculty supervisor.

The Department owns a large format poster printer. You can request to print a poster at no charge. Please refer to the Guidelines for Poster Printer Use (See Appendix D).

Psychological Services Center

The Department operates the Psychological Services Center (PSC), which is located in 118 Psychology Building. Because of the need to maintain confidentiality for clinic clients, these areas are restricted to clinic personnel.

Computer Labs and Office Computers

The Department has sole use of a computer laboratory located in the basement of the Psychology Building (room 015). This facility is used for laboratory sections of undergraduate and graduate courses. Computers and a networked printer are available for your use in Room 104 in the Psychology Building from 8:00 a.m. to 5:00 p.m. (and evenings or weekends if a key is checked out). To check out keys, contact Jean Gay Potts in 116 Psychology Building.

Students with a Graduate Teaching Assistantship are required to schedule office hours in the lab in order to ensure that the room has continual supervision.

If you notice any problems with computer resources in the department, please say something. To request repairs or technical support, either contact Dr. Amanda Baraldi (744-9880) or the College of Arts and Sciences Technical Support office at x4-6844.

General Purpose Classrooms

The Department has three rooms available for scheduling on an as-needed basis. Rooms 103 and 202 are equipped with a computer and smartboard. Graduate courses, committee meetings, student proposal and defense, meetings, etc., are scheduled in these rooms. Aaron Nelson maintains the schedule for these rooms and checks out the key.

Please turn off the smartboards but do not shut down the computers when you leave and make sure the rooms are locked. Report any equipment malfunctions or problems immediately to either Dr. Baraldi or the front office.

When no rooms are available in the Psychology Building, it may be possible to reserve classrooms in other buildings. Faculty can reserve classrooms on campus for research related activities by contacting classroom scheduling (744-6885).

Online Teaching Studio

The Department maintains an online teaching studio with professional equipment for preparing multimedia content (e.g., narrated video lectures) that may be used in online teaching or other purposes. The OTS includes a 27-inch iMac with dual retina screens, professional microphones, a digital HD camcorder with tripod, and a GoPro camera. Aaron maintains the schedule for use of this room and can check out a key for use.

Human Research Participant Pool

Undergraduate students enrolled in psychology courses participate in research in exchange for: course credit or extra credit. Students enrolled in Psychology 1113 (Introductory Psychology) and Speech 2713 make up most of the pool of research participants. We use the Sona online system to schedule and track participation in research by students enrolled in participating classes. Further information may be found at <http://okstate.sona-systems.com/>. There is a graduate student whose funding assignment is to coordinate the SONA system. This student works with Dr. Shelia Kennison who will inform students and faculty each year who this student is. Please direct inquires and questions to this student and also comply with requests for information in a timely manner.

Parking

Parking on either side of the Psychology Building is restricted to clinic visitors, physical plant vehicles, staff and residents of residence halls. Graduate students may obtain a parking permit from the parking office, which is located at the Multimedia Transportation Center on Hall of Fame and Monroe Avenues. Many students choose to park on nearby side streets and either walk or bike to campus.

Your Personnel File

Beginning with the materials that you sent to us when you applied to graduate school, the department established a file of materials about you. This personnel file is maintained in an active status as long as you are a graduate student in this department and is retained as an inactive file after you leave. Many different pieces of information go into this file, including each semester's reports on your course work, all departmental evaluations of you, a complete record of your employment as a graduate assistant, copies of all correspondence regarding you, as well as all records of your travel when supported by university funds. Reference letters for which you have waived access rights are placed in a sealed envelope. You may not have access to these. For clinical students a separate file of clinical evaluations is maintained. Only you and members of the clinical faculty may have access to this file. All remaining material is kept in your main file. You, all faculty, and office assistants, as part of their duties, have access to this part of the file.

You may view the file at any time but you may not remove your file from the main office.

II. GRADUATE STUDY

When you were admitted, it was with the expectation that you would complete the Ph.D. degree. We do not admit students for terminal master's degrees. However, you must complete the requirements for your master's degree within our department as an integral part of your doctoral training. You must also make satisfactory progress in your program to continue in the program. Your progress will be evaluated each summer by the faculty in your program (Clinical or Experimental Psychology). Detailed information on yearly evaluations may be found in each program areas supplement handbook.

A. Selecting a Faculty Advisor

All students have a major faculty advisor. The academic advisor is a faculty member representing the student's program area. This individual is selected by mutual agreement between the student and faculty member. The academic advisor or the Graduate Advisor, Patricia Alexander are the only individuals with the authority to sign the advisee's registration, drop, and/or add forms. Students should consult with their advisors concerning academic decision-making such as course selection, teaching preferences, and service activities. The faculty advisor will also chair your Master's thesis and dissertation committees, unless you arrange to designate a research advisor that is different from your academic advisor.

Each faculty member in the department has his or her own working style. It is to your advantage to spend time learning what is expected and when. It is important to determine the expectations that your advisor may have for you each year. Advisors may place other restrictions on students. For example, since it is customary for the Dissertation Chair to serve as the academic advisor, the professor may make this a requirement for their agreement to serve as the research supervisor. Such restriction may be advantageous for both the student and faculty member.

Changing advisors is possible. If you change your advisor, you are required to submit a completed Change of Advisor form. This form asks for the name of your previous advisor, the name of your new advisor, and a signature by you and your new advisor. The original copy goes to the Department Head. Clinical students should give a photocopy of this form to the Director of Clinical Training and Experimental students to the Director of the Experimental Program. (See Appendix E for form)

If your advisor leaves OSU or changes departments: Should a student's Research Advisor leave OSU before the student completes his/her degree, the following steps may be taken after consultation with the Research Advisor and Graduate Program Coordinator:

- For a master's student or doctoral candidate who need only complete their research project to finish the degree, the student may complete the research project under the direction of the original Research Advisor. If the Advisor is also the Chair of the student's Advisory Committee, a new Chair would be appointed. The original Research Advisor can continue as a member of OSU's Graduate Faculty, participate in the student's thesis/dissertation defense, and fulfill his/her obligations to the student.

- For a master's or doctoral student (defined as not having met the requirements for doctoral candidacy) who is in the early stages of their program and research project, he/she may choose a new Advisor and start a new research project.
- A student may also choose to transfer to the advisor's new educational institution.

If a student is unable to secure a new Advisor in 30 calendar days, there is no obligation on the part of the program, Graduate College, or Oklahoma State University to provide a new one. Without an Advisor the student will not be eligible to continue in the graduate program.

Student-Advisor Relationship: When it is determined that a graduate student and Advisor can no longer work together, and all efforts for conflict resolution within the program have been exhausted, it is the responsibility of the student to identify a new Advisor or change to another degree option or program. The Graduate Program Coordinator can assist with this process, but Oklahoma State University is under no obligation to provide the student a new Advisor. If a new Advisor cannot be identified in 30 calendar days, the student will no longer be eligible to continue in the graduate program.

B. Coursework

Full-Time Equivalency

The Graduate College requires that a student be enrolled in **six credit hours in both fall and spring semesters and three in the summer semester to be full-time equivalency** for half-time teaching or research assistants. If a student does not have a half-time assistantship, full-time enrollment is nine credit hours in fall and spring, and four in the summer semester. However, **for Financial Aid, full-time status requires 9 credits hours for both fall and spring semesters, and 4 credit hours for summer semesters.** Should a student decide to leave in the Summer they have to petition their respective committee and the student needs to be enrolled in order to maintain the waiver, if elect not to enroll they risk to lose waivers. International students please see Appendix F for information.

During the last semester of degree completion, the Graduate College will certify a student as full-time if he/she is enrolled in two hours. This waiver for two hours is only

granted once. If the student fails to complete the thesis or dissertation, some students, especially international students, must increase the number of hours to meet immigration requirements. See also the section on Final Date to Add Dissertation Hours on p. 16 for final semester exceptions.

Transfer & Waivers

Requests for recognition of departmental course equivalence and/or requests for waivers of departmental course requirements must be submitted to the faculty member who is responsible for the specific course for which you request a waiver. It is critical that you first discuss any transfer or waiver with your advisor and obtain their approval before approaching the instructor for a particular course. For courses that meet departmental requirements, obtain the instructor's approval, then submit your request through the Departmental Office to the Department Advisory Committee for its approval. The statement submitted for course waiver/transfer should include any information that demonstrates the equivalence of the course requested for transfer and the course offered at OSU. Such information would include a course syllabus, required texts, etc. All requests must be submitted and approved by the Department Advisory Committee before the first week of the semester that the course is offered. Thus, it is essential that you plan ahead for any such request. It is also strongly advised that you obtain the waiver in writing and place a copy in your departmental file. As noted below, departmental core courses cannot be waived.

For clinical students who want consideration for previous course work to count in lieu of required clinical courses, the following procedure must be followed. First, the student and his/her designated academic advisor should discuss the benefits and drawbacks of waiving required clinical courses. Second, if there is agreement that a request to waive a specific course is reasonable, the student and advisor should jointly write a memo to the Director of Clinical Training to ask that the request be placed on the agenda for discussion by the Clinical Training Committee. This memo should attach a summary of previous training that is relevant to the request for waiver. Third, the Clinical Training Committee will review the request. Finally, if approved by the Clinical Training Committee, the student will meet with the course instructor to determine requirements for waiving the specified course. No more than three clinical courses will be waived.

Experimental students follow a similar procedure. First, the student and his/her designated academic advisor should discuss the benefits and drawbacks of waiving required courses. Second, if there is agreement that a request to waive a specific course is reasonable, the student should meet with the course instructor. If after meeting with the course instructor the student wishes to proceed with the request, the student and advisor should jointly write a memo to the Director of Experimental program to ask that the request be placed on the agenda for discussion by the faculty. This memo should attach a summary of previous training that is relevant to the request for waiver (this includes the course syllabus). The faculty will review the request. Finally, if approved, the student will meet with the course instructor to determine requirements for waiving the specified course.

In addition to receiving departmental acceptance of course equivalence, the Graduate College will accept toward a master's degree up to nine semester credit hours taken at another accredited college or university offering a graduate program. The student must have been fully admitted to a degree program. Courses taken as a special student at another university will not be accepted by the Graduate College. Put the courses on your Plan of Study (after approval by your advisor and the members of your thesis or doctoral committee) and submit it with a copy of your transcript.

Acceptance of Prior Thesis

In some instances, students who have earned a master's degree from a previous graduate institution might wish to transfer their thesis and associated hours. To be eligible, the thesis must have been approved as a requirement for a graduate degree at a previous institution.

Such decisions will be made on a case-by-case basis. Approval from the student's advisor is required prior to the student petitioning the student's graduate program for an internal review. At the time of the petition, the graduate program director will solicit reviewers. The committee must consist of the student's advisor and two other graduate faculty members from the Department of Psychology. They will determine if the thesis is of sufficient scope, rigor and quality.

If the thesis is approved for acceptance by that committee, the student may transfer six thesis credits to their OSU Plan of Study and the thesis requirement will be waived. Acceptance of a prior thesis does not negate or alter other degree requirements described for the MS degree. Those requirements would now apply to the Ph.D. degree plan. Importantly, the student will forego receipt of an MS degree from OSU and will be immediately transferred to a Ph.D. matriculation status.

Quantitative Course Requirements

All students complete Quantitative Methods I and II (PSYC 5304 and PSYC 5314), usually during the fall and spring semesters of the first year, respectively. Students also take a design course. All students will take PSYC 6223 (Research Design). All students are required take an additional non-redundant advanced statistics course (for example courses, see list below under Optional Quantitative Concentration). Courses listed under “e)” of the “Optional Quant Concentration” below will fulfill this requirement. Because PSYC 5304 and 5314 cover the materials of standard ANOVA and regression courses, ANOVA and regression courses cannot be used to meet this requirement (requirement waived for students whose program of study began prior to 2022). Consult your advisor when making your final selections.

Optional Quantitative Concentration

Doctoral students in the department of psychology may choose to complete an optional quantitative concentration. This concentration requires three additional quantitative courses beyond the standard degree requirements. The purpose of this concentration is to provide doctoral students with breadth in their quantitative training. Required courses for this concentration, which include 23 hours total, are listed below. For this designation to be awarded, students must earn a 3.0 or better GPA among these required courses and earn no more than one C.

Required Courses for Quantitative Concentration (a-e):

- a) PSYC 5304 – Quantitative Methods in Psychology I (4 hrs.)
- b) PSYC 5314 – Quantitative Methods in Psychology II (4 hrs.)
- c) PSYC 6223 – Research Design (3 credit hrs.)

- d) A course in Multivariate Statistics, Structural Equation Modeling, or Multilevel Modeling (requirement waived for students whose program of study began prior to 2022).

Examples of courses that will fulfill this requirement include:

Multivariate Statistics

- PSYC 6813 – Multivariate Statistics for Psychology
- REMS 6663 – Applied Multivariate
- STAT 5063 – Multivariate Methods (for graduate credit)
- MKTG 6413 – Multivariate Statistics (offered even springs)

Structural Equation Modeling

- HDFS 6143 – Structural Equation Modeling for HDFS
- MGMT 6553 – SEM Application in Business
- MSIS or BADM 6343 – SEM
- REMS 6693 – SEM

Multilevel Modeling

- HDFS 6153 – Multilevel Modeling for HDFS
- PSYC 6913 – Multilevel Modeling in Psychology
- SOC 5950 – Multilevel Modeling of Social Research

If you think that another course would meet this requirement and it is not listed above, follow the procedure below for “**Adding an unlisted elective course**”.

- e) Three *non-redundant* additional elective 3-credit hr. quantitative classes. Non-redundant means students may not have the same topic (Choose three from list below):
- Additional courses from “d” above. A maximum of one course from each category (i.e., multivariate, SEM, and multilevel modeling) may be used towards the concentration requirement.

- MSIS 5683 – Big Data and Technology Application
- PSYC 5620 – OOM and Nonparametric Methods
- PSYC 5620 – Meta-Analysis
- REMS 6023 – Introduction to Psychometric Theory
- REMS 6033 – Factor Analysis in Behavioral Research
- REMS 6320 – Item Response Theory
- (started prior to 2022)
- REMS 5963 – Computer Applications in Nonparametric Data Analyses
- STAT 5910 – Seminar in Statistics
- STAT 5033 – Nonparametric Methods
- STAT 5053 – Time-Series Analysis
- STAT 5043 – Sample Survey Designs
- STAT 5073 or SOC 5950 – Categorical Data Analysis
- STAT 5091 – SAS Programming
- STAT 5093 – Statistical Computing
- STAT 5191 – R Programming
- STAT 5193 – SAS and R Programming
- STAT 5213 – Bayesian Decision Theory
- STAT 6013 – Genetic Statistics
- Qualitative Methods Courses (Students may take a maximum of one)
 - MKTG 6100 – Qualitative Methods 1
 - SCFD 5913 – Introduction to Qualitative Inquiry
 - SCFD 6123 – Qualitative Research 1

Submission process: Once you have completed all courses, the graduate student must send a memo listing the courses (with an unofficial transcript) to the Department Head and the student's graduate program director. Students will receive a departmental letter to the effect that they have fulfilled the requirements for the emphasis, and they may list this specialization on their vita.

Adding an unlisted elective course: If a student feels there is a quantitative course on campus that is relevant to the quantitative degree requirements or this concentration but not included in this list of pre-approved electives, the student can petition to have

the new course accepted. To do so, the student should submit a memo and the syllabus for the requested course to DAC for approval. In turn, DAC is expected to seek out input from faculty members with knowledge of the relevant course or content of the course for which the student wishes to add. DAC will make a final decision on whether to count the course for elective credit toward the concentration. In general, you can expect any courses listed on the OSU Stats/Methods Network list of graduate student offerings to be approved to count unless they are redundant with other courses the student is already getting credit for. As such, courses in ANOVA and Regression will not count as they are redundant with PSYC 5304 and 5314, respectively.

Course waiver: A student may request a waiver for a maximum of one course (up to 4 credit hours) from the list of required and elective courses based upon demonstrating that a comparable course has been completed for graduate credit at another institution. To request a waiver, the student should submit a memo, along with the syllabus for the previously taken course and the syllabus for the course to be waived to DAC for approval. In turn, DAC is expected to seek out input from faculty members with knowledge of the relevant course or content of the course for which the student wishes to waive and DAC will make a final decision. The course used for the waiver is not required to be officially transferred to OSU or included in the plan of study, but it may be if the student elects to do so.

Core Course Requirements

Three core courses must be completed for the doctoral degree. The following six core courses are regularly offered. In order to ensure that you are able to take the courses you desire, please note that most courses are offered once every two years or once every 18 months. Contact the instructor or the Head if you need assistance planning your courses.

No core courses can be waived.

- a. Cognitive (5823 Cognitive Processes)
- b. Learning (6613 Experimental Learning Theories)
- c. Developmental (choose one to meet the core departmental requirement)
 - i. Lifespan Cognitive Developmental Psychology (5813)
 - ii. Lifespan Social Developmental Psychology (5913)

- d. Social (6563 Advanced Social Psychology)
- e. Biological (6483 Neurobiological Psychology)

Teaching Practicum

All students are required to complete Teaching Practicum (PSYC 5660, Part 1 and Part 2) during spring semester of the first year.

Thesis and Research Courses

All students are required to take six hours of PSYC 5000 (Master's thesis hours) and a minimum of 15 credit hours of PSYC 6000 (Dissertation hours; maximum 60 hours). Students may enroll in up to 12 hours of PSYC 5380 (research hours) per degree. The grade of "SR" indicating satisfactory research progress or the grade of "UR," indicating unsatisfactory research progress will be assigned for PSYC 5000 and PSYC 6000 at the end of the semester.

Grade Point Averages and Unsatisfactory Grades

One index of the success you will have in graduate school is your grade point average. In this sense, graduate school is similar to your earlier educational experiences. However, in graduate school, there is a new definition attached to the letter grades that you receive in

Students are expected to maintain satisfactory performance in all roles, including courses, teaching, clinical duties, research, and professional development.

various courses. The grade of "A" continues to reflect superior performance. A grade of "B" now becomes the minimum level of performance expected from you. A grade of "C" reflects unsatisfactory performance by a graduate student. The grades of "D" and "F," as will be noted below, reflect performance so unsatisfactory as to create a special problem should you receive one.

It is expected that as a graduate student you will maintain a "B" average. A grade point average worse than a "B" is indicative of serious difficulties on your part. If you receive a grade of "C" or below, you may retake the course. However, in the computation of your grade point averages, both grades that you receive in the course will be used. Thus, a

grade of "C" or below can be remediated but cannot be eliminated from your grade point average.

If your grade point average in either of these categories falls below 3.00 or "B" or you receive a "D" or an "F" in a given semester, you will receive a letter from the Graduate College. If either of these happens in the next consecutive semester, the Graduate College may send you a second letter (with a copy to the department) and may prevent you from registering for the following semester.

C. Master Degree Requirements

All students who enter the Department of Psychology seeking a Ph.D. are enrolled in the Master of Science in General Psychology program initially, which is approximately two years in length and aims at providing students with a solid background in the methods, theories, and basic content areas of psychology.

General Requirements

The requirements for the M.S. degree are as follows:

- Successful completion and defense of the Master Thesis.
- Six hours of PSYC 5000 (thesis hours).
- Successful completion of Quantitative Methods I and II (PSYC 5304 and PSYC 5314).
- Successful completion of the Teaching Practicum (PSYC 5660, Part 1 and Part 2).
- A total of 30 credit hours as specified on the M.S. Plan of Study

Master Thesis Committee

Each student, with the advice of the research advisor, must select two additional committee members (one may be from outside the department, but this is not necessary). All committee members must agree to this selection. The academic advisor typically serves as the chair of the committee, unless a research advisor is selected. By the end of the second week of the Fall semester, each first-year student must select a faculty member to serve as thesis committee chair (a.k.a. research advisor)

Students should enroll for research credit (5000) under the Department Head's section if they have not selected a research advisor when enrolling. (Sign up under your advisor's section in subsequent semesters.) You may change projects and advisors after the Master thesis is complete; however, research involvement is expected to continue in subsequent years.

Roles, Responsibilities and Qualifications of the Chair and Advisory

Committee Members:

Chair. The primary responsibility of the Chair of a graduate student's Advisory Committee is to monitor the progress of the student toward degree completion. The Chair is commonly the research Advisor, but this is not a requirement. The Chair must have a strong familiarity with the academic requirements appropriate to the degree sought. The Chair must hold an appropriate OSU Graduate Faculty appointment, typically a tenure-track appointment in the academic unit in which the graduate degree is housed. The Chair's duties include convening meetings of the Advisory Committee, as appropriate; ensuring compliance with University and Graduate College policies, procedures and requirements; overseeing the Plan of Study and thesis/dissertation submission processes; and ensuring that the research topic undertaken is appropriate to satisfy degree requirements with the results openly accessible. If the Chair is not also the Advisor, the Chair should serve as a liaison with the Advisor with regard to progress of research in fulfillment of degree requirements.

Expert Committee Member(s): The Advisory Committee must include at least one Expert Member whose expertise and counsel serve the graduate student in attaining the research, scholarly, creative or professional preparation goal that is worthy of the degree sought. Expert Members must hold an appropriate OSU Graduate Faculty appointment. Typically, such individuals are faculty members in the student's graduate program. An Expert Member's responsibilities include guiding the research, scholarly or creative activities throughout the process, approving the Plan of Study, reviewing draft documents, attending regular

meetings of the Advisory Committee, and interacting regularly with Advisory Committee members to facilitate and monitor degree completion progress.

Plan of Study

Students are required to submit a formal plan of study for the M.S. degree to the Graduate College with the Online Plan of Study (POS). The link to the online POS can be found at the Graduate College web

On the Plan of Study, degree is Psychology and option/specialization is Clinical or Experimental.

page (<http://gradcollege.okstate.edu/planofstudy/>). Because the Graduate College routinely updates and changes forms, always check the web page. The plan of study for the master's degree must be completed prior to or during the semester in which you will complete your 17th credit hour. Students typically submit this form during Spring of their first year. Students should consult their advisors when preparing this form. The POS is subject to modification as the student progresses; all changes must have the approval of the advisor.

The M.S. POS must include a total of 30 credit hours. Even if you take more than 30 credit hours by the time of filing the POS, do not list more than 30 hours on the plan of study. The plan of study must include 6 hours of thesis (PSYC 5000), 2 hour of teaching practicum (PSYC 5660), 8 hours of quantitative methods (PSYC 5304 & PSYC 5314), and 14 other hours. Courses that have been taken, but not listed on the Master's Plan of Study can be applied toward your Ph.D. Plan of Study. (see appendix L for Master Degree Plan of Study)

Thesis Proposal

The research project that you will carry out for your thesis should be an empirical study of a scientifically important area of psychology. The first step is to develop a research proposal.

The proposal is a document that spells out very clearly what you propose to do, why you wish to do it (e.g., rationale in terms of importance of the problem, prior work in the area, etc.), and the specific methodological approach you have adopted. It will also

indicate how you plan to analyze any data you obtain and, if possible, the interpretations you would make of various likely outcomes.

Normally, it will be your research advisor who will provide the greatest input and assistance to you as you develop your proposal. In some instances, a committee member, because of his or her special expertise, may play a relatively major role in the preparation of your proposal. The major role played by members of your committee other than your advisor occurs at the time of your proposal meeting. When your advisor is satisfied with your proposal, the two of you will jointly schedule a proposal meeting with the other members of your committee.

Submit your proposal to your committee members several weeks and no less than two weeks, prior to your proposal meeting.

A proposal meeting may well be one of the more valuable experiences in your academic life. The purpose of the meeting is to give your proposed project close scrutiny before you invest months of effort. If there are flaws in your project, the proposal meeting is the best time to have them disclosed. Many times, changes in your project emerge from the proposal meeting. These may even be major changes. There is no stigma associated with this as it is a normal and expected outcome. It is much better to have these changes made at the time of the proposal meeting than to discover them at the time of your thesis defense.

Students sometimes make an error, which is potentially serious, with respect to their proposal meeting. For a variety of reasons, including the pressures of time, they have begun to collect their data prior to the proposal meeting. While such a practice is not forbidden, it is risky. A committee may decide to alter the study in such a way as to make the data already collected irrelevant. They have every right to do so. Indeed, they have an obligation to do so if the changes will correct flaws. A more positive approach, however, is to collect pilot data for inclusion in the proposal. Doing so helps the committee evaluate the student's chances of dealing adequately with methodological and analysis problems and gives them basis of judging whether hypotheses may be supported in the final, more extensive completed project.

The conclusion of the proposal meeting represents an implicit contract between you and your committee. That contract gives you some assurance that, if you conduct your project in the manner in which you and your committee have agreed, no outcome of the project will be considered to be a failure.

The committee must approve the thesis proposal. Failure to successfully propose your master's thesis in a timely manner may be assessed negatively by your program faculty at its annual evaluation of you. Following the proposal meeting, submit to the Head the signed form entitled "Result of Master's Thesis Proposal Meeting" (see appendix G for materials).

IRB Approval for Research

Before data collection begins, you must obtain approval from the Institutional Review Board (IRB), which will review your research plans to ensure the ethical treatment of human research participants. You will be required to submit a copy of the IRB approval letter when you submit the final copy of your Master's thesis. Failure to obtain IRB approval for your research prior to data collection can result in major delays in your progress. The IRB web page is located at <https://research.okstate.edu/compliance/irb/>. Current training materials and application forms are updated regularly. Before submitting an application, check the web page for the current forms. More information about research ethics and IRB procedures is provided in at the end of this handbook (see appendix H).

Required Research Ethics Training

You must complete an online ethics training before being involved in any research at OSU. You can find the information at <https://www.citiprogram.org/>.

Because of new Federal Guidelines, you must also take the CITI Responsible Conduct of Research (RCR) modules (<https://www.citiprogram.org/>). You must finish this training by the end of the first semester and turn in the results to the graduate Advisor.

Thesis Document

When the student has completed his/her data collection and analyses, the results and discussion sections are added to the thesis document. Students are to consult the *APA Publication Manual* to determine what should go into their written report.

Prepare a final draft copy of the thesis (that has been approved by your advisor) and submit it to your committee at least two weeks prior to the date of your oral defense. Your committee members may want the draft prior to that time. A final draft must also be filed with the Graduate College by the specified deadline.

Be available to meet individually with members of your committee if they should request it, or even better, initiate meetings with them in advance of the oral defense to talk with them about any potential problems they may have identified.

Thesis Oral Defense

The oral defense is very much like the proposal meeting in that once again you will be presenting a document that you have prepared to three faculty members. They will be subjecting that document and your understanding of it to a critical examination.

Typically, you and your chair will have prepared you sufficiently to pass your exam; just as typically, however, the committee will ask for some changes to be made that will be reflected in the final document. It is the responsibility of you and your chair to see to it that these changes are made. (See appendix L for Thesis Defense Results form). Provide a copy of the signed results form and your original signed signature page to the main office, who will keep a copy for your file and send a copy to the Graduate College.

Thesis Submission

The Graduate College requires final theses to be submitted online. Information about these procedures can be found at the Graduate College web page:

<https://gradcollege.okstate.edu/resources/student-resources.html>. A general informational sheet has been provided at the end of this handbook (see appendix L).

Receipt of the Master Degree

The student must send a memo or email to the Department Head and Graduate Advisor by the end of the 4th week of the semester indicating that he/she plans to receive the master's degree that semester. Early in the semester in which the degree is to be conferred, you must have filed with the Graduate College the following:

- Graduation Clearance form
- Diploma Application Form (available from the Graduate College and the Registrar)
- Verification of successfully passing the thesis defense. (see appendix L for Thesis Defense Results)
- A draft of the thesis by the deadline set by the Graduate College. This deadline is the first Friday in November for December graduation, the fourth Friday of March for May graduation, and the second Friday of June for August graduation.
- A final electronic copy of the thesis must be filed with the Graduate College by the deadline set by the Graduate College. This deadline is the first Friday in December for December graduation, the fourth Friday of April for May graduation, and four weeks after the second Friday in June for August graduation.
- A copy of the signature page of the final thesis to the Department Head for inclusion in his/her file.

According to the Graduate College, the Registrar sends to the Graduate College completed transcripts for each student who filed a diploma application. The Graduate College then completes a preliminary graduation check. A letter is sent to each prospective master's-level graduate candidate indicating any deficiencies (copy to the Departmental Office). It is your responsibility to go to the Graduate College Office to discuss any discrepancies, problems, etc. That office will not clear you for graduation until any discrepancies in your Plan of Study are cleared up and until they have received the clearance approval from the department. To avoid problems, compare your transcript with your plan of study and make changes to the latter prior to your final semester as a master's student.

D. Comprehensive Examination

Doctoral students are required to pass an area specific comprehensive exam. The comprehensive exam is designed to be a comprehensive assessment of students' knowledge of their chosen area of psychology (Experimental or Clinical). The exam is designed to assess students' ability to think critically, to synthesize and integrate findings from the scientific literature, and to conceptualize issues of measurement statistical analysis, experimentation, and

design. The exam format includes both a written and oral component, but the content of the exam is program-specific. Therefore, the details are outlined separately for the clinical program and the experimental psychology program. These guidelines are presented at the end of this handbook (see appendix I for materials). Students should generally complete their comprehensive exam by the end of their third year

E. Qualifying Examinations

Doctoral students are required to pass a “qualifying” examination. The Graduate College suggests that the dissertation proposal serve as the qualifying exam this suggestion is followed in the Department of Psychology. Students should generally complete their qualifying exam by the start of their fourth year. Graduate College requires that either (a) at least 10 of the 15 required dissertation credit hours (PSYC 6000) be taken after the qualifying exam is completely *or* (b) six months time must pass between the completion of the qualifying exam and graduation.

In case of failure to pass any part of this examination, the student will be notified in writing of the conditions under which a second exam can be taken. A second exam may not be given earlier than four months after a failure. If the results of the second exam are unsatisfactory, no other exam may be given without permission of the Graduate Council.

F. The Ph.D. Degree

General Requirements

The requirements for the Ph.D. degree are as follows:

- A total of 90 credit hours beyond the bachelor’s degree or 60 credit hours beyond the master’s degree is the minimum requirement for the doctoral degree. Area programs may require hours in excess of this minimum.
- PSYC 6000—Dissertation, a minimum of 15 credit hours. (See section on research.)
- One course from outside the department. (This must be a graduate course taken at Oklahoma State University or a recognized university)
- Completion of comprehensive examination.
- Completion of qualifying examination

- Continued enrollment and involvement in research.

Note: Your area, Clinical or Experimental Psychology, may have requirements in addition to the minimal departmental requirements.

Ph.D. Plan of Study

The student and the student's committee chairperson develop the Ph.D. Plan of Study. The Plan of Study is then submitted to the student's committee for approval. This Plan must list all courses submitted for the Ph.D. degree. Do not list those courses previously listed on the master's Plan of Study. The Online POS can be found in the graduate college web page (<https://gradcollege.okstate.edu/planofstudy>). Because the Graduate College routinely updates and changes forms, always check the web page. Your advisor should also have a copy, and you should keep one for yourself. Prior to the semester you plan to graduate, you should check your copy of the (previously filed) Plan of Study to see if you have completed all courses listed or need to change your Plan of Study. (see appendix L for Doctoral Plan of Study)

NOTE: A STUDENT MAY LIST CLINICAL OR EXPERIMENTAL AS A SUBSPECIALTY ON HIS/HER TRANSCRIPT. TO DO SO, THE STUDENT MUST INDICATE ON HIS/HER PH.D. PLAN OF STUDY THE FOLLOWING DESIGNATION: **Psychology: Clinical OR Psychology: Experimental.**

Admission to Doctoral Candidacy

The "Admission to Doctoral Candidacy" form (see appendix L for Admission to Doctoral Candidacy) verifies that the Student has completed certain requirements and has met the Department's admission to candidacy standards. This form includes: the date the Ph.D. Plan of Study was approved by the Graduate College; the title and date of approval of the dissertation proposal successful completion of the qualifying exam and date completed (verified by signatures of all members of your doctoral committee); the signatures of the student, the Department Head and the Dean of the Graduate College. Before submitting the completed form to the Graduate College, the student must place a copy in his/her Department file. The Graduate College requires that the Ph.D. be completed within seven years of receiving the master's degree, and that the student have been continuously enrolled.

Starting Fall Semester 2013, graduate students newly admitted to OSU doctoral programs have the following post-candidacy enrollment requirements, and current/returning graduate students may opt into the *Reduced Continuous Enrollment Policy* noted below:

Doctoral Candidacy Enrollment Requirements. Doctoral students who have completed the requirements for admission to doctoral candidacy and had their "Admission to Doctoral Candidacy" form accepted by the Graduate College may enroll for a minimum of two credit hours and be considered full-time. This post-candidacy reduced enrollment option includes GTAs, GRAs and international students. A student is normally expected to enroll primarily in research hours or in program-approved courses after being admitted to doctoral candidacy.

Continuous enrollment post-candidacy is required of all students. Enrollment of a minimum of at least two credits per semester is required for every semester of a student's candidacy (summer session excluded) until graduation. It is ultimately the responsibility of each student to ensure that they meet this enrollment requirement.

Reduced continuous enrollment post-candidacy doctoral students are defined as "full-time" for purposes such as, visa status and Federal financial aid and assistantship eligibility. Students who do not maintain continuous enrollment post-candidacy will be required to seek reinstatement to their doctoral program, which is not guaranteed. If reinstated, conditions and fees may apply. Grades of "withdraw" do not meet the continuous enrollment requirement, and courses must be on the Plan of Study. OSU has a "Leave of Absence" policy to assist graduate students who need to interrupt their enrollment for reasons beyond their control, such as medical, personal, employment and military service (<http://gradcollege.okstate.edu/leave-of-absence-policy>).

The *Reduced Continuous Enrollment Policy* does not negate other OSU graduate student enrollment requirements. For example, summer enrollment is required when a student is using the physical or faculty resources of the University; final semester enrollment is required, even if it is a summer session.

Reduced continuous enrollment commences the semester/term/session after receipt and Graduate College approval of the "Admission to Doctoral Candidacy" form. Candidacy

determination and form submission to the Graduate College for approval must occur prior to the end of the semester/term/session. Students whose candidacy forms are received between semesters/terms/sessions are not eligible for reduced continuous enrollment the following semester – candidacy must be established by the close of the previous semester/term/session.

Final Date to Add Dissertation Hours

The final date to add dissertation hours is the deadline for adding courses, usually the Friday of the first week of classes.

Graduate College policy requires that graduate students must be enrolled in at least two hours during the semester in which they graduate. The Graduate College Intersession Policy is designed to assist those students who complete requirements before the beginning of the semester in which they are graduating. This policy states:

If a graduate student completes all requirements for their degree program (including submission of signed thesis or dissertation) prior to the first day of class, then they are eligible for a waiver of non-resident tuition and general enrollment fees (in-state tuition) for two hours of research during their final semester.

International students are ineligible for waivers of general enrollment fees (in-state tuition) according to Oklahoma State Regents for Higher Education policy. Consequently, international students will be exempted from enrollment during the semester they are graduating provided all requirements are met prior to the first day of class in that semester.

To be eligible for the tuition waivers (or the waiver of enrollment for international students), students must file a form giving certification that they have completed all requirements prior to the start of the semester in which they are graduating. This form can be picked up from Richard Shepard in the Thesis Submission Office of the Graduate College (202F Whitehurst).

Dissertation Committee

Once the M.S. degree is conferred, the student forms a Ph.D. advisory committee (i.e., a dissertation committee). The student, in consultation with the advisor, will select committee members.

The dissertation committee consists of a chairperson from within the department and three additional faculty members, one of whom must be a member of the Oklahoma State University graduate faculty from outside the department. The chairperson and the committee must approve all decisions regarding the student's doctoral program. (see appendix L for Admission for Doctoral Candidacy)

Roles, Responsibilities and Qualifications of the Chair and Advisory Committee Members:

Chair. The primary responsibility of the Chair of a graduate student's Advisory Committee is to monitor the progress of the student toward degree completion. The Chair is commonly the research Advisor, but this is not a requirement. The Chair must have a strong familiarity with the academic requirements appropriate to the degree sought. The Chair must hold an appropriate OSU Graduate Faculty appointment, typically a tenure-track appointment in the academic unit in which the graduate degree is housed. The Chair's duties include convening meetings of the Advisory Committee, as appropriate; ensuring compliance with University and Graduate College policies, procedures and requirements; overseeing the Plan of Study and thesis/dissertation submission processes; and ensuring that the research topic undertaken is appropriate to satisfy degree requirements with the results openly accessible. If the Chair is not also the Advisor, the Chair should serve as a liaison with the Advisor with regard to progress of research in fulfillment of degree requirements.

Expert Committee Member(s): The Advisory Committee must include at least one Expert Member whose expertise and counsel serve the graduate student in attaining the research, scholarly, creative or professional preparation goal that is worthy of the degree sought. Expert Members must hold an appropriate OSU Graduate Faculty appointment. Typically, such individuals are faculty members in

the student's graduate program. An Expert Member's responsibilities include guiding the research, scholarly or creative activities throughout the process, approving the Plan of Study, reviewing draft documents, attending regular meetings of the Advisory Committee, and interacting regularly with Advisory Committee members to facilitate and monitor degree completion progress.

Outside Committee Member: The Advisory Committee must also include one *Outside Member* who serves as the representative of the Graduate College and ensures a high level of integrity in the processes that the Advisory Committee utilizes to review and evaluate the student throughout the graduate program. The Outside Member must be a member of the OSU faculty and Graduate Faculty. The Outside Member must not be a faculty member from the academic unit or graduate program of either the graduate student, Advisor or the Chair of the Advisory Committee. The Outside Member ensures that appropriate academic standards are applied in evaluating the student, and that the student is dealt with in a fair manner consistent with OSU policies. The Outside member also provides expert advice when appropriate to the student in the conduct of research and writing of the dissertation.

Once the dissertation committee is formed, the chairperson, in conjunction with the committee, directs and approves all research and plans of study for the remainder of the Ph.D. program. However, if your dissertation chairperson is from another area, it is recommended that you check requirements with a faculty member in your specialty area.

Dissertation

The doctoral dissertation is the single most significant undertaking of your graduate career. When it is completed and you are out in the world, you will find that for many years your colleagues will ask you about your dissertation. The modal number of publications for the members of the American Psychological Association is zero, but all Ph.D. psychologists have done a dissertation. Take your doctoral dissertation seriously. It will be part of the packet of credentials that you will carry for the rest of your professional life.

All of the research you do as a graduate student leads directly into your doctoral dissertation. This early work may be positive in the sense that your dissertation is a natural and logical consequence of your prior work. But it may also be negative in that it has taught you to beware of certain problems that you (or anyone) are not able to research at present. The early work is, in either case, instrumental in that through this research you have prepared yourself to do an adequate dissertation.

Unlike your earlier research, which can be a replication of some previous study or can be based on an idea literally given to you by somebody else, the doctoral dissertation is to represent original and independent research on your part. The role of your dissertation advisor, other faculty members, and fellow students is still important even at the level of the doctoral dissertation. Ideally, a doctoral dissertation, while original and independent, is something that is developed out of a process of prior research. It grows from many conversations that you have with others. Often it is the result of a number of carefully constructed but ultimately rejected plans for the study. In particular, your dissertation advisor should become a very critical person in your life at this point. If it seems to you as your dissertation develops that you can no longer remember which ideas were yours and which your dissertation advisor contributed, then you are not doing anything wrong. You have a nearly ideal working relationship with your advisor. At some point (usually in your third year), you and your research advisor will feel that you are prepared to formally begin your dissertation.

Dissertation Proposal

One's dissertation research is expected to represent one's original scholarly contribution to the field. The dissertation proposal is expected to be a high quality proposal circulated to the dissertation committee for formal feedback and approval (please review the section under "Thesis Proposal")

IRB Approval for Research

Before data collection begins, you must obtain approval from the Institutional Review Board (IRB), which will review your research plans to ensure the ethical treatment of human research participants. You will be required to submit a copy of the IRB approval letter when you submit the final copy of your Dissertation. Failure to obtain IRB approval for your research prior to data collection can result in major delays in your

progress. The IRB web page is located at <https://research.okstate.edu/compliance/irb/>. Current training materials and application forms are updated regularly. Before submitting an application, check the web page for the current forms. More information about research ethics and IRB procedures is provided at the end of this handbook (see appendix H materials).

Dissertation Oral Defense

Again, the same principles apply to the dissertation orals as with the thesis orals. Typically, the oral examination is conducted on the assumption that you know best the topic of your dissertation. However, your committee is not restricted to questions that relate directly to your dissertation. Your oral defense is the final hurdle on the way to a Ph.D. Your committee has every right to give themselves a final assurance that you are indeed qualified for the degree. (see appendix L for Dissertation Defense Results)

Once you have successfully completed your oral defense, you will need to have the members of your dissertation committee sign the "Result of Final Examination" form (see appendix L). Make a copy of the signed form for your file and give one copy to the Department Head for your personnel file and send the original to the Graduate College. This form must be filed with the Graduate College by the appropriate deadline for the semester in which you are graduating or earlier. This deadline is the third Friday of November for December Graduation, the second Friday of April for May graduation, and the fourth Friday of June for August graduation

Dissertation Submission

The Graduate College requires final theses to be submitted online. A general informational sheet has been provided in at the end of this handbook (see appendix L for Guidelines for Electronic Submission)). Information about these procedures can be found at the Graduate College web page:

<https://gradcollege.okstate.edu/resources/student-resources.html>.

Receipt of the Ph.D. Degree

Early in the semester in which the degree is to be conferred, you must have filed with the Graduate College the following:

- A final accurate doctoral Plan of Study.
- A Graduation Clearance form an
- A Diploma Application Form (available from the Graduate College and the Registrar (see appendix L for Graduation Clearance form and Diploma Application)
- Verification of successfully passing the dissertation defense. (see appendix L for Dissertation Defense Results)
- A draft of the dissertation by the deadline set by the Graduate College. This deadline is the first Friday in November for December graduation, the fourth Friday of March for May graduation, and the second Friday of June for August graduation.
- A final copy of the dissertation (including signatures) must be filed with the Graduate College by the deadline set by the Graduate College. This deadline is the first Friday in December for December graduation, the fourth Friday of April for May graduation, and four weeks after the second Friday in June for August graduation.
- The student must submit a copy of the signature page of the final dissertation to the Department Head for inclusion in his/her file.

According the Graduate College, the Registrar sends to the Graduate College completed transcripts for each student who filed a diploma application. The Graduate College then completes a preliminary graduation check. A letter is sent to each prospective doctorate's-level graduate candidate indicating any deficiencies (copy to the Departmental Office). It is your responsibility to go to the Graduate College Office to discuss any discrepancies, problems, etc. That office will not clear you for graduation until any discrepancies in your Plan of Study are cleared up and until they have received the clearance approval from the department. To avoid problems, compare your transcript with your plan of study and make changes to the latter prior to your final semester as a doctorate's student.

To graduate, the student must make application for the diploma with the Registrar's Office in the semester he/she plans to graduate. You must submit a diploma application to be eligible to graduate. To submit your diploma application, login to [SIS](#) and select the 'Diploma Application' option located under the 'Student Records' menu. You should

file the diploma application for the semester in which you plan to complete all degree requirements. Diploma applications will be accepted until Friday of finals week for the semester. If you would like your name to appear in the commencement ceremony program, your diploma application must be submitted by April 1 (for spring and summer graduates) or November 1 (for fall graduates). See the [Online Diploma Application page](#) for further information.

The student must send a memo to the Department Head by the end of the 4th week of the semester indicating that he/she plans to receive the doctorate degree that semester.

It is the student's committee, in its relationship to the Graduate College that determines when the student has successfully completed doctoral requirements. If the committee is satisfied that the student has met all requirements (including departmental requirements), then the committee should sign all required forms and forward them to the Graduate College. If there are discrepancies between the student's achievements and departmental requirements, the committee may still approve the student's program and recommend the awarding of the degree. If this is the case, however, it would be appropriate for the committee (or chairperson) to note these discrepancies and the rationale for waiving any departmental requirements in a memo to the Department Head. This memo would then be placed in the student's folder so that any future questions, should they arise, could easily be answered.

Exit Meeting with the Head

All students are required to attend the meeting scheduled by the Head for students leaving campus (before leaving for internship for Clinical students, before graduating for Experimental students). This mandatory meeting is for the purpose of providing information regarding enrollment and graduation, checking the accuracy of your personnel file, and receiving feedback from the students on their experiences and perceptions of their graduate training. The meeting is typically scheduled during colloquium time (Thursday, 3:30 – 4:30 PM) at the end of the semester.

G. Annual Evaluation by Faculty

Each student will be evaluated yearly at the end of the Spring semester by the faculty in the student's program (Clinical or Experimental). This evaluation will review performance in several areas: (a) course work (grades, completion of required course work); (b) research (including evaluation by research advisor, timely completion of projects, presentations, publications, etc.); (c) work assignment or assistantship; (d) ethical behavior and professionalism; and (e) clinical work or practicum (for students in the Clinical Program). Students will be provided with written feedback regarding their evaluations, including whether they are making satisfactory progress and any deficiencies that must be remediated or addressed. Although students are normally evaluated at the end of the year, they can be evaluated at any time.

Satisfactory progress towards a degree means that you are on time in meeting the requirements for your degree program. More specifically, this means that you have passed all first-year requirements by the beginning of your second year, that all course work required by your Ph.D. Plan of Study has been completed by the end of your third year or can easily be completed in a fourth year, and that your doctoral dissertation has been completed by the end of your fourth year. Being behind on one of these, while tolerable, does not do you credit. Being behind on more than one is a bad idea, indeed.

All graduate students are required to conduct themselves in a professional and ethical manner, and abide by the Ethics Code of the American Psychological Association. As such, you will need to become familiar with the ethics code. Behavior associated with your performance (in courses, teaching, supervision of undergraduate research assistants, clinical work, work assignments within the department, etc.), which is judged to be unethical by the faculty will jeopardize your academic status within the department. In other words, your progress and status as a graduate student in the Department of Psychology will be influenced by the degree to which you adhere to the Ethics Code.

Dismissal from the Graduate Program: Graduate students may be dismissed from their program for failure to meet academic standards. In such instances, the students will be notified of the intent to dismiss and informed of their rights for due process and appeal (*See section XII. Appeals Processes*). If a student appeals the decision to dismiss, s/he must be allowed to maintain enrollment and continue working toward the graduate degree in the same manner as any other graduate student in the program during the appeals process. Continued enrollment is not required to appeal. Once the decision of the appropriate appeals panel is made, it will be final.

H. Requesting a Leave of Absence

Students sometimes find themselves in situations (e.g., due to health or personal problems) that would prevent them from successfully completing their requirements for the year. At that time, the student has several options. Regardless of the option selected, the procedure should be completed as early as possible. First, the student could withdraw completely from the program and apply for readmission or request a leave of absence. Second, the student could postpone part of the requirements. Any request to change requirements will be taken seriously by the faculty and should not be considered lightly by the student.

Because the first-year evaluation is conducted by the faculty in the student's program (Clinical or Experimental) in the summer after the first year, students are strongly advised to request approval by the program faculty before taking any steps to alter their first-year programs. The request for such approval should be in the form of a petition to the program faculty submitted to the director of the program (Director of Clinical Training or Director of the Experimental Program). The petition should contain pertinent information about why the student is asking for a change in a particular part of his/her first-year program. It is suggested that you see the program director for advice in these cases.

The faculty realizes that on occasion emergency situations arise when students will not have time to petition the program faculty. In such cases, the student should seek advice from the director of the program, Department Head and/or the members of the Department Advisory Committee (DAC). The Head has the power and the obligation to make decisions in emergency cases. However, it cannot be assumed that such decisions are predictive of later full faculty evaluation of students completing first-year requirements.

To request a leave of absence, a petition along with the Graduate College Leave of Absence request form must be submitted one week and one day prior to a scheduled program (Clinical or Experimental) meeting with a copy to the Department head. The faculty may place contingencies (e.g., complete this "I") on granting the leave and may place conditions upon your reentry into the program. In cases of emergency, the Department Head may grant you a leave of absence. It is advisable to check with the Graduate College regarding the deadline for removing "I" grades you may leave on your record. Unless otherwise justified, the leave will be granted for up to one year only. (see Appendix L for Leave of Absence request form)

I. Summary of Major Deadlines

The following outline provides a list of major deadlines for the typical five-year plan of study.

First Year

- ⑥ Turn in master's degree Plan of Study prior to completion of the 17th credit hour (usually when you pre-enroll for your first Spring semester). Provide copies to the department for your file.
- ⑥ When requested (late Spring/early Summer), turn in to the Department Head preferences for second-year assistantships.
- ⑥ Thesis proposal approved

Second Year

- ⑥ Thesis proposal approved (if not done in previous year).
- ⑥ When requested (late Spring/early Summer), turn in to the Department Head preferences for third-year assistantships.
- ⑥ Defend master's thesis; final draft submitted to the Graduate College.

Third Year

- ⑥ Defend Master's Thesis (if not done in previous year); final draft submitted to the Graduate College.
- ⑥ Select dissertation committee.
- ⑥ Submit Ph.D. Plan of Study to the Graduate College. Provide a copy to the Department Office for your file.
- ⑥ When requested (late Spring/early Summer), turn in to Department Head preferences for fourth-year assistantships.
- ⑥ Complete comprehensive exam.

Fourth Year

- ⑥ In order to apply to internship, clinical students must defend their dissertation proposal, and be approved by the Clinical Training Committee (see the clinical supplement for specific due dates).

- ⑥ Complete your qualifying examination by passing your dissertation proposal (if not already completed)
- ⑥ Submit Application for Admission to Candidacy form to Graduate College. (Copy of this form should be placed in your file in the Departmental Office.)
- ⑥ Completion of defense of dissertation; submit final draft to Graduate College.
- ⑥ Submit "Result of Final Examination" form to Graduate College. (Copies of these forms should be placed in your file in the Departmental Office.)
- ⑥ Submit final copy of dissertation to Graduate College.
- ⑥ Final check of Plan of Study (compare plan of study with transcript and submit revised plan of study if necessary) and completion of paperwork pertaining to graduation. This should be done when you complete your Graduation Clearance Form.

(Note: See also the "Summary of Procedures for Doctoral Degree" in the Doctor of Philosophy Degree Programs section of the university *Catalog*.)

Filing Drafts of Thesis and Dissertation

In order to graduate with an M.S. or a Ph.D. in a given semester, draft and final copies of your thesis or dissertation must be filed according to the following schedule:

Fall: Draft copy due first Friday in November.
Final copy due first Friday in December.

Spring: Draft copy due fourth Friday in March.
Final copy due fourth Friday in April.

Summer: Draft copy due second Friday in June.
Final copy due four weeks later.

III. Financial Matters

Every year the department goal is to obtain satisfactory financial assistance for every student. The Department of Psychology recognizes that the academic and professional preparation of

students working for advanced degrees requires their participation in a variety of training activities that extend beyond the classroom.

Some form of financial aid, assistantship, traineeship, and fellowship is normally continued until academic work is completed. Aid is ordinarily reduced only for one of three reasons. These reasons include 1) where applicable, failure on the student's part to perform work duties in a satisfactory fashion; 2) failure on the student's part to make satisfactory progress in an academic program; and 3) changes in the financial conditions of the individual student and/or department. Students should note that the department's first priority is to fund all students during their first four years of full-time doctoral study. Efforts will be made to fund all students beyond their fourth year who are in good standing and making satisfactory progress.

Students who are not making satisfactory progress and/or beyond the fourth year in the program should not assume that departmental funding will be available.

A designated faculty supervisor monitors performance of work duties. An evaluation by this supervisor is sought as part of the Clinical and Experimental Program annual evaluation. In your assignment—be it as a teaching assistant, research assistant, clinical trainee, or anything else—you are expected to conduct yourself in a professional manner, particularly with respect to ethical considerations. Thus, you will need to become familiar with the Ethics Code of the American Psychological Association and abide by this code (see "Ethical Principles of Psychologists and Code of Conduct" published in the December 2002 edition of *The American Psychologist*). Behavior associated with your assignment that is judged to be unethical by the faculty may jeopardize your academic status within the department. In other words, your progress and status as a graduate student in the Department of Psychology may be influenced in part by your performance in your departmental assignment.

A. Outside Work Policy

Students who are engaged in half-time work for the department are discouraged from engaging in work outside the department. It is difficult, if not impossible, to complete a full-time program working more than half-time. If the student chooses to work outside the department, whether part-time, short-term, etc., and such work is of a professional nature (e.g.,

adjunct teaching, psychometry), the student must arrange appropriate supervision with the Department's or area's approval. If in doubt, ask!

For clinical students: To err here may be costly when you apply for licensure. The clinical faculty must approve employment of a clinical student in a professional capacity.

All students: If you plan to work outside the department, consult with your advisor.

B. Tuition Waivers

Tuition is composed of a resident (or in-state) part and a non-resident (or out-of-state) part. If you are legally an Oklahoma resident, you will pay only resident tuition. If you are from elsewhere, you will pay the non-resident part PLUS the resident part. When you see non-resident tuition mentioned, it includes both parts.

All students who hold a .50 Graduate Teaching Assistantship (GTA) or Graduate Research Assistantship (GRA) and are enrolled as full-time students receive *full waivers of both resident and non-resident tuition*. Waivers are applied to all credit hours required for the degree and cannot be applied to courses not on the Plan of Study. Students who have .50 GTA or GRA assistantships during the Fall and Spring also receive the waivers in the subsequent summer semester.

Withdrawal from any course or courses that results in a course load below 6 credit hours will result in you reimbursing the University for the entire amount of the tuition waiver received. Courses, in particular research courses (5000 or 6000), cannot be added to compensate for courses dropped after the end of a semester's open enrollment period. **Separation of employment status** from the GTA/GRA position prior to the end of the semester will require you to reimburse the University for the total tuition covered by the University for this term.

C. Assistantships

Students in their fifth year or beyond have the lowest priority for funding and are *not guaranteed funding*. Assignments are made annually. Each spring, the Director of Graduate Studies requests students' preferences for assignments and also requests faculty preferences regarding graduate student laboratory instructors. The Head makes final remaining

assignments. All assignments are made with the goal in mind that fourth-, third-, and second-year students in good standing are funded (in that order).

Paid Practicum Assistantships

Director of Clinical Training (DCT) or Associate DCT requests input from eligible students interested in participating in outlying practicum. Final assignments for outlying practicum placements must be finally approved by clinical training committee

Research Assistantships

The number of research assignments available each semester is determined by faculty grant funding. Students supported by research grant funding are assigned as research assistants to the faculty member who is the PI on the grant. If you have been asked by a faculty member to work on a research grant, please indicate this commitment on your funding request form that is submitted to the Director of Graduate Studies each Spring.

Administrative Assistantships

Students may be assigned to provide administrative assistance to the PDSP office.

Teaching Assistantships

All students are required to have a one-year (two-semester) teaching experience (half-time) in the department whether with or without funding. A copy of the Guidelines for Teaching Assistants can be found at the end of this handbook (see appendix J).

Because all students are expected to teach at some point during their graduate study, all students will complete Parts 1 and 2 of PSYC 5660, Teaching Practicum. The practicum is offered each Spring semester, and students typically enrolls during the first year of graduate study. Part 1 introduces students to the rules, requirements, and teaching atmosphere at OSU. In Part 2, students will have hands-on experience with course preparation and lecture presentation. All students must take Part 1; if a student is certain they will not be teaching the following fall semester, they may petition the department to waive taking Part 2.

After the teaching practicum a student may be assigned to teach two sections of PSYC 1113—Introduction to Psychology a semester. Other teaching assignments are available,

such as quantitative methods and research methods lab sections, discussion groups for abnormal psychology, etc. On occasion, advanced students with distinguished teaching records may be assigned to other undergraduate courses.

D. Course Evaluations by Students

Students complete course evaluations anonymously at the end of each semester. Course evaluation consists of a standard form and written comments. Students complete these evaluations online through Canvas. The instructor is not to be present during the evaluation.

The results of the evaluation (summary statistics and written comments) are given to supervising faculty after grades have been turned in. The Head and program Directors also have access to these evaluations.

E. Research Expenses and Travel Funds

Research can be expensive. The Department does grant \$200 travel awards for students who are the first authors on papers they are presenting at conferences once every fiscal year. The fiscal year runs from July 1st to June 30th. In order to qualify the student must submit the travel request form a minimum of two weeks prior to the travel. Preferable three weeks in advance. The student also must submit the Travel Voucher form no later than 10 days after returning from the travel, turning in all receipts and paper work at that time. This should include a print out of the webpage or booklet showing the name and dates of the conference and a printout showing that the student name and presentation. OSU policy also notes that reimbursement can only begin 24 hours before the conference and end no later than 24 hours after the student has attended the conference.

The GPSGA offers Travel Awards for current OSU graduate students and are meant to alleviate cost associated with travel for students presenting their own research at a state, regional, national, or international meeting/conference etc. GPSGA does not have the funds to fully pay for student trips. The amount of each individual award depends on the number of applicants and other factors based on their travel award allocation formula. You can obtain more information on their web page: <https://gradcollege.okstate.edu/gpsga/funding-and-awards.html>

One thing that you should consider as your own research interests solidify is attempting to obtain research funds from sources external to the university. There are numerous agencies that provide research support to graduate students. You may obtain more information about these agencies from your advisor, your research supervisor, the Graduate Advisor and Coordinator of the Psychology Diversified Students Program, or the Department Head. The experience of writing a research proposal and the distinction of receiving a grant will be of great use to you throughout your career.

Alternatively, one way of funding research is to affiliate yourself with a faculty supervisor who has obtained outside funding for a project or who has some university funds for research. It is often possible for a student to develop a research project that is simply one of the projects involved in the faculty member's funded research.

F. Supervising Undergraduate Research Assistants

It is possible to have an undergraduate research student, who has registered for PSYC 4990 credit under your research advisor's section, assist you in your research. This must be arranged with your advisor prior to any commitment. A written contract detailing the roles of faculty research advisor, the undergraduate student, and yourself is strongly recommended. In dissertations and master's thesis research projects, the tasks of the undergraduates are very much limited by the tasks you are required to do yourself.

G. Preparing Future Faculty (PFF) in Psychology

The purpose of PFF is to better prepare doctoral candidates who aspire to academic careers for the various roles and responsibilities expected of faculty in the diverse cultures of higher education in our nation's colleges and universities. To apply to the PFF program, students must be in entering their 3rd year when starting the PFF program (or 4th year if the student plans to stay a 5th year). Students from the Clinical Psychology and Experimental should submit their application to the Department head. (See appendix K for an application)

IV. Service Opportunities for Graduate Students

In academia, faculty devotes time to three areas. These are research, teaching, and service. Service refers to serving on committees whose function is to contribute toward the daily

functioning of the Department. It is strongly recommended that graduate students planning a career in academia to gain service experience at some point during their graduate study. Some of the regular service opportunities for graduate students are listed below:

Faculty/Staff Representative

Faculty and staff meet monthly to discuss the important matters affecting the entire department. One graduate student is also elected (by fellow graduate students) to serve as the graduate student representative. Although the graduate student representative will not vote on matters related to department functioning, he or she will be routinely asked to convey the views of graduate students on matters affecting graduate students.

Search Committees Representative

Search committees are formed when new faculty are hired in the Department. The Search Committee reviews applications and recommends to the faculty a "short-list" of candidates from which candidates will be selected for interviews. Each search committee contains a graduate student member. Serving on a search committee is an excellent way to learn about how academic job searches are conducted.

Area Representatives

The faculty in the clinical and experimental areas meet monthly to discuss matters relating to the area. One graduate student representative is appointed in each area to attend these meetings and provide faculty with information about student concerns as well as student opinions about ongoing area issues. A clinical student is appointed to be the clinical area representative. An Experimental student is appointed to be the experimental area representative.

Department Advisory Committee Representative

The Department Advisory Committee (DAC) consists of the Head of the Department, the Associate Department Head, the Director of the Clinical program, the Director of the Experimental Program, the Director of Graduate Studies, the Director of the Undergraduate Studies, one faculty member elected by the full faculty, Graduate Coordinator, and a graduate student representative. The Psychology Graduate Student Association elects the student representative. Each representative receives input from his/her group and provides feedback to the respective group.

The student representative has an active role on the committee. Students are encouraged to direct their questions, suggestions, and complaints to the student representative. He or she will often be able to either deal with the issue or know where to direct the student.

As the name implies, the committee functions as an advisory board for the Department Head. The committee previews issues for full faculty evaluation and may advise the Head or make decisions which do not require the attention of the full faculty.

Curriculum Committee Representative

The Curriculum Committee is a standing committee of the Department of Psychology charged with the responsibilities of monitoring instructional and curricular functions, recommending changes, and reviewing such recommendations for the purpose of advising the faculty, implementing departmental policies regarding instructional evaluation and improvement, and giving advice and recommendations about the scheduling and coordinating of instruction in the department. On all relevant matters of policy, the Curriculum Committee is advisory to the faculty through the Department Head.

To achieve balance, the Psychology Graduate Student Association shall appoint a graduate student member to this committee. In addition, there is one undergraduate representative selected by the undergraduate psychology organization in a manner of its choosing. The latter two members shall serve one-year terms. In addition to the above members, the Undergraduate Advisor serves as the executive officer for the committee, and the Associate Department Head serves on the committee.

Colloquium Representative

A graduate student may serve as the colloquium representative to assist the department in planning of colloquia throughout the year.

Graduate and Professional Student Government Association (GPSGA)

All graduate students are eligible to join the campus-wide Graduate and professional Student Government Association. Psychology graduate students may represent our department in GPSGA meetings.

Psychology Diversified Students Program (PDSP) Representative

The PDSPC is composed of faculty representatives from each program area, a Psychology Graduate Student Association representative, and a diverse graduate student representative. The function of the PDSPC is to serve in an advisory capacity in matters pertaining to the Psychology Diversified Students Program and to serve as a screening admissions committee for self-identified minority students. The PDSP has a number of graduate assistants assigned to it; the Coordinator supervises these. Other functions of the PDSP include recruitment and retention activities. The recruitment aspect focuses upon diversification and covers mailings to ethnic minority studies centers, organizations, psychologists, health career counselors, etc. Recruitment also involves campus visits, conference attendance, and participation.

Psychology Graduate Student Association (PGSA)

All graduate students within the Psychology Department are eligible to become members of the Psychology Graduate Student Association (PGSA). In addition to its sponsorship of social and academic functions, PGSA is the vehicle for student representation to all standing committees in the department as well as to the various interest groups. These representatives have a voice in departmental policies and procedures. PGSA also represents the interests of graduate students in psychology to other offices on campus (e.g., the Financial Aid Office, the Graduate College, etc.) when necessary. A PGSA representative meets with the Department Head on a regular basis, and the Head is often invited to attend the first part of PGSA meetings. The PDSP Coordinator is also often invited to attend PGSA meetings.

Regular PGSA meetings begin in the fall; all graduate students are encouraged to attend. These meetings provide an excellent forum to ask questions and/or voice concerns regarding the various programs and issues within the department. You must be a member of PGSA to run for office the following year, so all students are encouraged to join PGSA in the fall.

Appendix A
Sexual Harassment Policy
Oklahoma State University Policy and Procedures

Oklahoma State University Policy and Procedures

<u>INTERIM</u> <u>TITLE IX - SEXUAL MISCONDUCT POLICY</u>	NEW POLICY NUMBER GENERAL UNIVERSITY June 2020
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OVERVIEW

Oklahoma State University is committed to providing an educational, living and working environment that is free from Sexual Misconduct, as defined herein, for all members of its community to include students, faculty, staff, contractors, and visitors.

The purpose of this Policy is to provide the OSU community with a clearly articulated set of behavioral standards, common understanding of definitions and key concepts, and descriptions and examples of prohibited conduct, including sexual harassment, sexual violence, stalking, and domestic and dating violence. All members of the community are expected to adhere to the requirements of this Policy and to the standards of the University’s community. It is intended to guide students, faculty, staff and other OSU employees who have been affected by sexual harassment or misconduct, whether as a Complainant, Respondent, or a third party.

This Policy prohibits Sexual Misconduct, as defined herein, including all forms of sexual or sex-based harassment, discrimination, sexual violence, sexual assault, and stalking. Misconduct of this nature is contrary to the University’s institutional values and prohibited by state and federal law, as referenced by Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 and its implementing regulations.

The University will review this Policy periodically in order to ensure compliance with legal requirements and improve the institutional response, including support services and resources. Additionally, the University may modify this Policy and the procedures set forth herein at any time as deemed appropriate for compliance with federal, state, and local law and/or applicable guidance.

In the event this Policy conflicts with any other policy or procedure, this Policy shall control.

POLICY

1.01 APPLICABILITY

This Policy applies to all campus community members, including students, faculty, staff, contractors, and visitors within the University’s control. It applies to conduct that occurs on University-owned or controlled premises, in an educational program or activity, including University sponsored or supported events, in buildings owned or controlled by student organizations officially recognized by the University, or off-campus when the conduct potentially affects a person’s education or employment with the University or potentially poses a risk to the safety of

other members of the University community. This Policy applies regardless of the sex, gender, gender identity, or sexual orientation of the parties. In accordance with regulations issued by the United States Department of Education, this Policy does not apply to conduct occurring against a person outside the United States or conduct that is not specifically addressed herein.

Alleged conduct reported pursuant to this Policy, whether or not the conduct constitutes a violation of this Policy, may violate other University policies. The University reserves the right to take disciplinary action for conduct reported under this Policy that constitutes a violation of any other University Policy.

1.02 DEFINITIONS¹

- a. **Advisor** – both the Complainant and Respondent are entitled to be accompanied to any meeting or hearing under this Policy by an Advisor of their choice, who may, but need not be, an attorney. If a Complainant or Respondent does not select an Advisor for a hearing under this Policy, the University will provide the party with an Advisor, at no cost to the party, for the sole purpose of conducting cross-examination at the hearing.
- b. **Complainant** – the individual who is alleged to be the victim of any prohibited conduct under this Policy, or, in limited circumstances, the University.
- c. **Consent** – effective consent is informed, freely and actively given, using mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Initiators of sexual activity are responsible for obtaining effective consent. Silence or passivity is not effective consent. The use of intimidation, coercion, threats, force, or violence negates any consent obtained. Consent is not effective if obtained from an individual who is incapable of giving consent due to lack of consciousness, age, mental disability, or incapacitation due to the use of drugs or alcohol.
- d. **Dating Violence** – dating violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with another person. The existence of such a relationship shall be determined based on consideration of the following factors:
 - i. The length of relationship;
 - ii. The type of relationship;
 - iii. The frequency of interaction between the persons involved in the relationship.

Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating Violence does not include acts that meet the definition of domestic violence. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

¹ The definitions provided in this Policy are the definitions adopted by the University. State law definitions, as applicable, are included in Appendix A for the Oklahoma statutory definition. In the event a criminal investigation is conducted by law enforcement, the state law definition will apply.

- e. **Decision-Maker** – the individual(s) charged with determining whether or not a Respondent violated this Policy.
- f. **Domestic Violence** – domestic violence is felony or misdemeanor crime of violence committed by a:
 - i. current or former spouse or intimate partner of the victim;
 - ii. person with whom the victim shares a child in common;
 - iii. person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner;
 - iv. person similarly situated to a spouse of the victim under the domestic or family violence laws of Oklahoma;
 - v. any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of Oklahoma.

Domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions, or threat of actions that influence another person. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

- g. **Formal Complaint** – a document filed by a Complainant or signed by the Title IX Coordinator or Deputy Title IX Coordinator alleging sexual harassment against a Respondent and requesting the University investigate the allegation of sexual harassment.
- h. **Incapacity/Incapacitation** – occurs when an individual is incapable, temporarily or permanently, to give consent because the individual is mentally and/or physically helpless, either voluntarily or involuntarily, or the individual is unconscious, asleep, or otherwise unaware that the sexual activity is occurring. An individual may be incapacitated if they are unaware at the time of the incident of where they are, how they got there, or why or how they became engaged in a sexual interaction.
- i. **Indecent Exposure** – the act of intentionally exposing one’s genitals in public or in front of others, for the purpose of sexual gratification or causing offense. Allegations of Indecent Exposure will be evaluated to determine if they meet the severe, pervasive and objectively offensive standard required to meet the definition of Sexual Harassment.
- j. **Preponderance of the Evidence** – the standard of evidence to be used in making a determination as to whether a violation of this Policy occurred is Preponderance of the Evidence. Under this standard, the burden of proof is met when evidence exists or is presented that establishes that it is “more likely than not” that a violation occurred. This standard is often described as requiring a showing that there is a greater than fifty percent (50%) chance that the claim is true.

k **Respondent** – an individual who has been reported to be the perpetrator of conduct that could constitute a violation of this Policy.

- l. **Sexual Assault** – an offense that meets the definition of rape, fondling, incest, or statutory rape:
 - i. *Rape* – the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim;
 - ii. *Fondling* – the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity;
 - iii. *Incest* – sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law;
 - iv. *Statutory Rape* – sexual intercourse with a person who is under the statutory age of consent.

- m. **Sex Discrimination** – occurs when an individual is treated less favorably on the basis of that person’s sex (including gender), which may also include on the basis of sexual orientation, gender identity or expression, pregnancy or pregnancy-related condition, or a sex stereotype. Sexual harassment, as defined in this Policy, is a form of Sex Discrimination.

- n. **Sexual Exploitation** – conduct where an individual takes non-consensual or abusive sexual advantage of another for their own benefit, or to benefit anyone other than the one being exploited. Examples of sexual exploitation include, but are not limited to, engaging in voyeurism; sharing of pornographic or other sexually inappropriate material; the intentional removal of a condom or other contraceptive barrier during sexual activity without the consent of a sexual partner; and any activity that goes beyond the boundaries of consent, such as recording of sexual activity, letting others watch consensual sex, or knowingly transmitting a sexually transmitted disease (STD) to another. Allegations of Sexual Exploitation will be evaluated to determine if they meet the severe, pervasive and objectively offensive standard required to meet the definition of Sexual Harassment.

- o. **Sexual Harassment** – conduct on the basis of sex that satisfies one or more of the following:
 - i. A person acting on behalf of the University in a position of authority conditioning the provision of any aid, benefit, or service of the recipient on an individual’s participation in unwelcome sexual conduct (*quid pro quo*);

- ii. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity;
- iii. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct that explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment;
- iv. Sexual assault as defined herein;
- v. Dating violence as defined herein;
- vi. Domestic violence as defined herein; or
- vii. Stalking as defined herein.

Subsections (i) and (iii)-(vii) in this definition are not evaluated for severity, pervasiveness, offensiveness, because such conduct is sufficiently severe to deny access to the University's education program or activities. Any instance of quid pro quo sexual harassment, sexual assault, dating violence, or stalking are considered Sexual Harassment under this Policy.

- p. **Sexual Misconduct** – the term used to encompass Sex Discrimination, Sexual Harassment, Domestic Violence, Indecent Exposure, Sexual Assault, Sexual Exploitation, and Stalking.
- q. **Stalking** – refers to one who engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.
 - i. **Course of conduct** means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
 - ii. **Reasonable person** means a person under similar circumstances and with similar identities to the victim.
 - iii. **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- r. **Supportive Measures** – non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to the University's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the University's educational environment, or deter Sexual Harassment. Supportive Measures may include counseling,

extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

REPORTING INCIDENTS AND/OR FILING A FORMAL COMPLAINT

2.01 DISTINCTION BETWEEN REPORT AND FORMAL COMPLAINT

This Policy distinguishes between reporting incidents of Sexual Harassment and filing a Formal Complaint regarding an incident of Sexual Harassment. Reporting incidents of Sexual Harassment informs the University of the incident, allowing the University to provide Supportive Measures to the Complainant and does not necessarily result in the initiation of the grievance process (as described in Section 4.03 of this Policy). Complainants who report incidents of Sexual Harassment will be offered individualized Supportive Measures. If a Complainant wishes to initiate the grievance process, they should file a Formal Complaint.

2.02 REPORTING

All forms of Sexual Misconduct should be reported to the University, no matter the severity. Oklahoma State University's primary concern is safety; therefore, individuals should not be deterred from reporting for any reason, even if the use of alcohol or other drugs was involved. The University encourages those impacted by Sexual Misconduct to talk to someone about what happened so they can receive support and the University can respond appropriately. The University offers both confidential services and non-confidential reporting options, as outlined below.

a. Reporting to the University

- i. Confidential Reporting Options** – Confidential service options provide students and employees with the ability to confidentially share and discuss an incident of Sexual Misconduct without the reporting party's information being shared with the University. Please be aware that reporting to confidential services limits the University's ability to respond to incidents. While these individuals are not required to report to the University, they may have reporting or other obligations under state law, such as mandatory reporting to law enforcement in cases involving minors, imminent harm to self or others, or requirements to testify if subpoenaed in a criminal case.
- a. Professional Counselors** – Professional and licensed counselors who provide mental-health counseling (including those who act in that role under the supervision of a licensed counselor) are not required to report any information. Included in this category are counselors at the University Counseling Center, Psychological Services Clinic and those provided by the Employee Assistance Plan.

- b. **OSU Victim Advocates** – Individuals may visit with a Victim Advocate to learn about resources available on campus. A Victim Advocate is not required to report any information about an incident to the Title IX Coordinator or the Deputy Title IX Coordinator unless the victim provides permission. However, the Victim Advocate will report incidents, without personally identifiable information, to the OSU Police for the purpose of compliance with the Clery Act. Contact information for the Victim Advocates is available at <http://1is2many.okstate.edu>.
 - c. **University Health Providers** – University Health service providers are a confidential service option. University Health Services can be contacted at 1202 W. Farm Road or by phone at 405-744-7665.
- ii. **Non-Confidential Reporting Options** – Any person may report an incident, whether or not the individual reporting is the person alleged to be the victim of the incident. Reports may be verbal or in writing to the Title IX Coordinator or Deputy Title IX Coordinator:

Title IX Coordinator
 Office of Equal Opportunity
 419-A General Academic Building (GAB)405-744-9153
 Email: eeo@okstate.edu

Deputy Title IX CoordinatorOffice of Student Conduct 328
 Student Union
 405-744-5470
 Email: student.conduct@okstate.edu

- a. **Campus Security Authorities** – In compliance with the Clery Act, some employees are identified as a Campus Security Authority (“CSA”). CSAs are identified through the Clery Act and outlined in the University’s Annual Safety Report, available on the University’s website. These individuals are required to report instances of Sexual Misconduct, along with other misconduct, to OSU Police for statistical purposes. CSAs must report all relevant details about the allegations shared by the victim, including names, date, time, and specific location of the alleged incident to the OSU Police and to the Title IX Coordinator or the Deputy Title IX Coordinator.
- b. **Responsible Employees** – Responsible Employees are those who are mandated to report to the Title IX Coordinator or the Deputy Title IX Coordinator when they become aware of an incident of Sexual

Misconduct. University employees in a supervisory role over employees or students are considered Responsible Employees. Employees with supervisory authority include, but are not limited to: unit heads, academic administrators, faculty members engaged in supervising student workers, intercollegiate athletic administrators and coaching staff members. Responsible Employees who become aware of developing situations, or who desire assistance in appropriately responding to such situations, may seek assistance from the Title IX Coordinator or the Deputy Title IX Coordinator. Failure by a Responsible Employee to promptly report or seek assistance regarding Sexual Misconduct may result in corrective action.

- c. **All Employees** – When an incident of Sexual Misconduct is reported to any employee, the employee is strongly encouraged, if not required, to report the incident to the Title IX Coordinator or the Deputy Title IX Coordinator.

- b. **Reporting to Law Enforcement** – The University strongly encourages individuals to report Sexual Misconduct that may be a criminal offense, and any other criminal offenses, to the police. Reporting to the police does not commit a victim to proceed with prosecution, but will allow the gathering of information and evidence, which can preserve future options regarding criminal prosecution, University conduct/grievance actions, and/or civil actions against the perpetrator.

On-campus incidents should be reported to the OSU Police Department, 104 USDABuilding (224 North Orchard Street), or by phone to 405-744-6523. If the incident occurred elsewhere in Stillwater, it can be reported to the Stillwater Police Department at 723 S. Lewis or by phone at 405-372-4171. If the incident happened anywhere else, it can be reported to local law enforcement with jurisdiction in the location where it occurred.

- c. **Reporting to External Entities** – Individuals who have experienced or are experiencing sex-based harassment or discrimination also have the right to file a formal grievance with government authorities:

Office for Civil Rights (OCR)
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
Phone: (816) 268-0559
Facsimile: (816) 268-0559
TTY: (800) 877-8339
Email: OCR.KansasCity@ed.gov
Web: <http://www.ed.gov/ocr>

U.S. Department of Justice, Civil
Rights Division
950 Pennsylvania Avenue, N.W.
Educational Opportunities Section, PHB
Washington, D.C. 20530
Email: education@usdoj.gov
Phone: (202) 514-4092
Toll-Free: (877) 292-3804
Facsimile: (202) 514-8337

2.03 FILING A FORMAL COMPLAINT

Complainants may file a Formal Complaint with the Title IX Coordinator or the Deputy Title IX Coordinator. In order for corrective or disciplinary action to be taken against a University employee or student, it may be necessary for a signed Formal Complaint to be filed and for the Complainant to cooperate with the University's investigative process. However, even without filing a Formal Complaint, a Complainant will be offered individualized Supportive Measures. A signed Formal Complaint can be provided to the Title IX Coordinator or Deputy Title IX Coordinator by mail, email or in person. The Formal Complaint must include the specific allegations and name of the Respondent(s).

SUPPORTIVE MEASURES

3.01 OSU offers Supportive Measures for students and employees impacted by an occurrence of sex-based misconduct. A Formal Complaint does not need to be submitted for Supportive Measures to be put in place. The University will maintain confidentiality to the extent possible. Supportive Measures are non-disciplinary and non-punitive measures that do not unreasonably burden the other party. Supportive Measures may include, but are not limited to:

- **Assistance in reporting:** Support in filing a complaint with the University and/or the appropriate law enforcement agencies.
- **Emergency Protective Order:** Support in filing for an Emergency Protective Order in court with Wings of Hope. This is a court-ordered petition that prohibits contact between the Complainant and Respondent.
- **No contact order:** A no contact order can be put into place between the Complainant and the Respondent, to prohibit contact or limit contact between both parties through any means of communication, as well as prohibit others from making contact on their behalf.
- **Safety measures:** Coordination of any reasonable arrangements that are necessary for ongoing safety. This includes transportation arrangements or providing an escort.
- **Work schedule adjustments:** Assistance in changing on-campus work schedules, work assignments, supervisor responsibilities, or other work arrangements.
- **Leaves of absence:** A pre-approved defined period away from the work environment. (employees only)
- **Living arrangements:** Assistance in changing on-campus living arrangements to ensure a comfortable living situation.
- **Academic arrangements:** Assistance in adjusting academic schedules as well providing access to academic support services. (students only)
- **Other supportive measures:** Coordination of other reasonable arrangements to address the effects of the Sexual Misconduct, including connecting individuals with counseling or health care.

FORMAL COMPLAINT PROCESS

4.01 REPORTING

Oklahoma State University is obliged to act when it receives “actual knowledge” of allegations of Sexual Harassment. Persons who believe they have been subject to prohibited Sex Discrimination or Sexual Harassment are encouraged to seek assistance, to directly report such conduct to appropriate supervisors, or to directly report such conduct to the Title IX Coordinator or Deputy Title IX Coordinator. In instances involving alleged violations of this Policy engaged in by students, the Title IX Coordinator will refer such matters to the Deputy Title IX Coordinator for review and other processing.

4.03 EMERGENCY REMOVALS

Applicable only to students, an emergency removal is a removal, either partially or entirely, of a student from the University and its activities on an emergency basis when an individualized safety and risk analysis has determined an immediate threat to the physical health or safety of any student or other individual arising from the allegations justifies removal. The individualized risk assessment will be conducted by the Deputy Title IX Coordinator, in conjunction with the Behavioral Consultation Team using its standard risk assessment procedures. A removed student will receive a written notice of the decision, which notice will include information about how the student may challenge the removal decision.

4.04 INITIAL ASSESSMENT

Upon receiving a Formal Complaint, the Title IX Coordinator (in cases involving a faculty or staff Respondent) or Deputy Title IX Coordinator (in cases involving a student Respondent) will conduct an initial assessment and provide information about Supportive Measures. At the conclusion of the preliminary inquiry, the Title IX Coordinator will provide the Complainant with information regarding the appropriate procedural process. The Complainant will be advised if the information discovered during the preliminary inquiry warrants proceeding with the grievance process as outlined in this Policy or if the allegations, if true, may constitute a violation of another University Policy. If the information does not warrant proceeding under this Policy, the case will be dismissed under this Policy (see Section 4.07 for more information on dismissals).

4.05 INVESTIGATION NOTICE

If it is determined there is sufficient evidence to proceed with an investigation, a written notice and copy of the grievance procedure will be provided to the Complainant and Respondent. The notice will detail the allegations, to include, if known, the identities of the parties, the date and location of the incident, and the specific alleged Policy violation(s). The notice will also state the Respondent is presumed not to be responsible until a determination. The notice will advise both parties of their right to have an Advisor of their own choosing. Finally, the notice will include information related to the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges Policy 3.06, Non-Retaliation.

- a. **Employee Respondents** – When the Respondent is an employee, the notice will also be provided to the Respondent’s supervisor and the appropriate senior administrator, with sensitivity to protect the privacy of the Complainant and Respondent.

4.06 INVESTIGATION

A trained investigator, or multiple trained investigators if necessary, will be assigned. The investigator(s) will conduct a fair, thorough and impartial investigation. The Respondent is entitled to a presumption of innocence unless a finding is determined. Both parties will have an equal opportunity to present facts, witnesses and evidence to support their positions, with no restrictions on the parties’ ability to discuss the investigation. Both parties will have an equal opportunity to attend any proceedings, along with their Advisor. Reasonable efforts will be made to conduct interviews with all parties and relevant witnesses in a timely fashion.

- a. **Delaying Investigation** – When a law enforcement agency is conducting its own investigation into the alleged conduct, the University’s investigation may be delayed temporarily to meet the specific needs of the criminal investigation.
- b. **Investigation Notice** – A notice will be sent to the parties prior to each investigation meeting. In all instances, the University, not the Complainant, will bear the responsibility for investigating and taking appropriate action, including the decision to seek disciplinary action against a Respondent.
- c. **Amended Notice** – In the event new allegations or potential violations of Policy arise during the investigation that were not included in the initial investigation notice, an amended notice will be sent to the parties outlining the additional allegations.
- d. **Role of the Advisor** – During participation in the investigative process, the Complainant and Respondent may have their own Advisor of choice. The Advisor’s role is to assist the Complainant and Respondent in understanding and navigating through the investigative process. An Advisor may not be a witness in the same investigation, or whose participation will create a conflict of interest. The Advisor will not speak, act, or answer questions on behalf of the Complainant or Respondent or impede or act in a manner that obstructs or disrupts the investigative process.

4.07 INVESTIGATION REPORT

Upon conclusion of the investigation, the investigator will prepare a report summarizing their findings. The investigation report will be provided to the Complainant and Respondent. To confirm accuracy, both the Complainant and Respondent will have ten (10) business days to review the investigation report and provide feedback to the investigator about their account of information.

4.08 DISMISSAL PRIOR TO HEARING

During the initial assessment or during the course of an investigation, a determination may be made that issues surrounding the case do not rise to a violation of this Policy.

- a. Pursuant to applicable law, the Complaint must be dismissed in the following circumstances:
 - i. The conduct alleged does not meet the definition of any prohibited conduct under this Policy;
 - iii. The alleged conduct did not occur on University-owned or controlled premises;
 - iv. The alleged conduct did not occur in the University's education program or activity;
 - v. The alleged conduct did not occur against a person in the United States; or
 - vi. If at the time of a Formal Complaint, the Complainant is not participating in or attempting to participate in the University's education program or activity.

- b. At the discretion of the Title IX Coordinator or Deputy Title IX Coordinator the following are additional grounds for dismissal:
 - i. If the Complainant requests in writing to dismiss a Formal Complaint or any allegations therein;
 - ii. The Respondent is no longer enrolled in or employed by the University; or
 - iii. Any specific circumstances exist which prevent the University from gathering evidence sufficient to reach a determination as to the Formal Complaint or any allegations therein; or

- c. If a Formal Complaint is dismissed for any of the above reasons, the Complainant and Respondent will be provided a written notice of the dismissal and the reason(s) for dismissal. In addition, if the alleged misconduct may be addressed by another University Policy or process, that information will be included in the written notice of dismissal.
 - i. **For Employee Respondents** – If a Formal Complaint against an employee Respondent is closed, the Title IX investigation will be closed administratively, and all parties, including the appropriate supervisor or Department Head and Administrator, will be notified in writing of the administrative closure. The findings and determination as to any non-Title IX Policy violation will be forwarded to Human Resources Consultant Services for review and subsequent actions.
 - ii. **For Student Respondents** – A Formal Complaint being dismissed under this Policy does not preclude it from being addressed through the Student Code of Conduct.

- d. A Complainant or Respondent may appeal a dismissal by following the procedures outlined in Section 6.

HEARING PROCEDURES

5.01 TITLE IX HEARING (EMPLOYEE RESPONDENT)

Upon the conclusion of an investigation involving a non-student University employee as a Respondent, the Complainant and Respondent will be notified in writing with the name and contact information of a trained Decision Maker assigned to conduct a live hearing that will be recorded by audio or audio visual means. The Complainant and Respondent will be provided the scheduled date, time and location of the hearing, as well as written information regarding the hearing process. Within ten (10) business days of receipt of the notification, both parties may provide the Decision Maker with the name and contact information of their Advisor for the hearing, supporting evidence and a list of witnesses. If either the Complainant or Respondent is unable or chooses not to name an Advisor, one will be provided by the University. At any time during the process, requests for extensions to provide information or to reschedule hearings may be made and approved by the Decision Maker in their sole discretion. Any request for an extension must be in writing, no later than two (2) days prior to the applicable due date. All parties and Advisors will be notified of approved extensions in writing.

- a. **Title IX Hearing Location** – The privacy of both parties is taken into consideration when determining the location of the hearing. A request by either party may be made that both parties will participate in the hearing from separate rooms. The designated rooms will be furnished with audio and visual equipment to allow both parties to see and hear each other during the hearing process.
- b. **Attendance at Title IX Hearing** – While information from the Complainant, Respondent, and witnesses to the incident may be included in the Investigation Report, if a party or witness does not appear at the Title IX Hearing to be available for cross-examination, the Decision Maker cannot rely on any statement of that party or witness in reaching a determination regarding responsibility. The Decision Maker also may not draw an inference about the determination regarding responsibility based solely on the absence of a party or witness. It is the responsibility of the parties to arrange for the attendance of any witnesses; the University cannot compel or mandate attendance at the Title IX Hearing.
- c. **Title IX Hearing Process** – At the beginning of the hearing, the Decision Maker shall set forth the rules of procedure for the hearing. Each party is allowed a reasonable time to present their opening statement. The Complainant will present their case first in all phases of the hearing.

Each party is allowed to ask relevant questions of their respective witnesses, followed by cross-examination by the other party's Advisor. Cross-examination must be conducted by the other party's Advisor. The parties may not under any circumstances conduct cross-examination. If necessary, a party will be allowed additional time for follow-up questions of their witness, followed by additional time for cross-examination by the other party's Advisor. The Decision Maker will determine whether questions asked during cross-examination by an Advisor are relevant.

The Decision Maker may also ask questions of the parties and witnesses for clarification.

The process will be repeated until all testimony is concluded.

The party's Advisor may only participate to the extent set forth above.

- d. **Standard of Evidence** – The standard of evidence to be used to make a determination is Preponderance of the Evidence.
- e. **Title IX Hearing Determination** – Following the hearing, the Decision Maker will issue a written determination, generally within five (5) business days. In the event circumstances require more time to issue a written determination, the Decision Maker will notify the parties. This document will include the following elements:
 - i. the allegations made against the Respondent;
 - ii. a description of the procedural steps undertaken, including notifications to parties, interviews and site visits, methods used to gather evidence, and hearings;
 - iii. findings of fact that support the determination;
 - iv. an explanation regarding the result of each allegation, including a determination as to whether the Respondent did or did not violate this Policy as to each allegation;
 - v. any disciplinary actions/sanctions against the Respondent, and any remedies to be provided to the Complainant; and
 - vi. procedures and bases for appeal.
- f. **Effect of Hearing Determination** – The determination will become final one (1) day after the appeal deadline set in Section 6.01. The Title IX Coordinator will coordinate the implementation of any remedies. Copies of the written determination will be provided to both parties, and their respective department heads to include the Deans, the Provost's office, and/or Vice Presidents.

5.02 TITLE IX HEARING PROCEDURE (STUDENT RESPONDENT)

All cases involving a student Respondent will follow the procedures set forth in the StudentCode of Conduct, available at <https://studentconduct.okstate.edu/code>, with the following additions:

- a. **Advisor** – The Complainant and Respondent may have their own Advisor of choice. If either the Complainant or Respondent is unable or chooses not to name an Advisor, the University will provide an Advisor. During the hearing, questions asked to the other party must be asked through the participant’s Advisor. If the participant’s Advisor does not act in accordance of the hearing and the Advisor’s privileges are withdrawn or they are barred from the hearing, Student Conduct Education and Administration will appoint an Advisor to assist in asking questions to other participants.

5.03 VIOLATION OF POLICY

If the Decision Maker determines by a Preponderance of the Evidence that Respondent has engaged in Sexual Misconduct as defined in this Policy, Respondent will be deemed responsible for a Title IX violation.

APPEALS

6.01 APPEALS INVOLVING EMPLOYEE RESPONDENTS

- a. **Time for Appeal** – A Complainant or Respondent may appeal in writing either a dismissal of a Formal Complaint or the Title IX Hearing Determination within ten (10) days of notification of such determination on the grounds set forth in Section 6.01(b).
- b. **Grounds for Appeal** – A Complainant or Respondent may appeal either a dismissal of a Formal Complaint or the Title IX Hearing Determination for the following reasons:
 - i. A procedural irregularity occurred that affected the outcome of the matter;
 - ii. New evidence that was not reasonably available at the time the Title IX Hearing Determination or dismissal was made, that could affect the outcome of the matter; or,
 - iii. The Title IX Coordinator, Deputy Title IX Coordinator, investigator(s), or Decision Maker had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.
- c. **Appeal Process** – Upon receiving a written appeal, the Title IX Coordinator or Deputy Title IX Coordinator will notify the other party. The non-appealing party will have seven (7) days from the notification of appeal to submit a

written response. An Appellate Officer, who is not the same person as the Title IX Coordinator, investigator(s), or Decision Maker in the Title IX Hearing, will be assigned. The Appellate Officer will consider the appeal, any responses submitted, and the record of the Title IX Hearing and make a written determination within ten (10) days, which determination will be sent to both parties and will be final.

- i. If the Appellate Officer finds there is no merit to any of the grounds cited in the appeal, it will issue a finding as such and that decision will be final.
- ii. If the Appellate Officer finds there was a procedural irregularity that affected the outcome of the matter, the matter may be remanded to a new Title IX Hearing.
- iii. If the Appellate Officer finds new evidence exists that was not reasonably available that could affect the outcome, the matter may be remanded to the original Title IX Hearing Decision Maker.
- iv. If the Appellate Officer finds that the Title IX Coordinator, investigator(s), or Decision Maker had a conflict of interest or bias for or against the parties (generally, or specifically in this matter) that affected the outcome of the matter, the case may be remanded to a new Title IX Hearing.

6.02 APPEALS INVOLVING STUDENT RESPONDENTS

- a. **Time for Appeal** – A Complainant or Respondent may appeal in writing either a dismissal of a Formal Complaint or the Title IX Hearing Determination within seven (7) days of notification of such determination on the grounds set forth in Section 6.02(b).
- b. **Grounds for Appeal** – A Complainant or Respondent may appeal either a dismissal of a Formal Complaint or the Title IX Hearing Determination for the following reasons:
 - i. A procedural irregularity occurred that affected the outcome of the matter;
 - ii. New evidence that was not reasonably available at the time the Title IX Hearing Determination or dismissal was made, that could affect the outcome of the matter;
 - iii. The Title IX Coordinator, Deputy Title IX Coordinator, investigator(s), or Decision Maker had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that affected the outcome of the matter; or
 - iv. The sanction is not appropriate for the violation. This provision is intended to be utilized when a determined sanction is inherently inconsistent with University procedures or precedent. Simple

dissatisfaction is not grounds for overturning a sanction under this provision.

RETALIATION

7.01 RETALIATION

Retaliation is any adverse action taken against a person because of that person's participation in protected activity. In accordance with the Oklahoma Agricultural and Mechanical Colleges Policy 3.06, Non-Retaliation, the University strictly prohibits retaliation against any person for making any good faith report of discrimination, harassment, or sexual misconduct or for filing, testifying, assisting, or participating in any investigation or proceeding involving allegations of discrimination, harassment, or sexual misconduct. Any person who engages in such retaliation shall be subject to disciplinary action, up to and including termination, in accordance with applicable procedures. Any person who believes they have been subjected to retaliation is encouraged to promptly notify the Title IX Coordinator. The University will promptly investigate all claims of retaliation.

RECORDKEEPING

8.01 RECORDS

In implementing this Policy, records of all complaints, investigations, and resolutions will be kept by the Title IX Coordinator (or designee) depending on the nature of the complaint. The records will be kept for a minimum of seven (7) years following final resolution.

8.02 OSU ANNUAL SECURITY REPORTS

Oklahoma State University disseminates a public annual security report Annual Security Report (ASR) to employees and students every October 1st. The ASR includes statistics of campus crime for the preceding 3 calendar years, plus details about efforts taken to improve campus safety. The report includes: definitions of sexual harassment, what to do if you are victimized, support services, on and off campus resources, preventive measures and the sex offender registration. Additionally, there are Policy statements regarding crime reporting, campus facility security and access, incidence of alcohol and drug use, and the prevention of/response to sexual assault, domestic and dating violence, and stalking. The OSU Annual Security Report can be located at: <https://police.okstate.edu/annual-security-reports>.

TRAINING

9.01 TRAINING

Oklahoma State University will ensure the Title IX Coordinator, Deputy Title IX Coordinator, Title IX Investigators, and Decision Makers do not have conflicts of interest

or any bias for or against the Complainant or Respondent. Each person will receive mandatory training on the topics of sexual harassment, and Sexual Misconduct, to include how to conduct investigations, how to conduct hearings and appeals, and how to remain impartial throughout the process. Title IX and Title VII training is mandatory for all University administrators, faculty and staff.

Appendix B

Grievance Procedures

All types of grievances can be handled informally or formally. It is usually preferable that parties in dispute begin by trying to settle their own differences. Students are urged to settle disputes informally and at the lowest administrative level possible. An appropriate first step is direct confrontation with the person involved in the dispute. If this is too uncomfortable, a student may wish to have someone else present. If confrontation is not feasible, a recommended step is to visit with that person's supervisor. For example, if there is difficulty with a research advisor, a student should consult with the Department Head. A chart of the hierarchy of authority within the department is provided (see next page). This chart indicates the direction a student should take when in conflict with someone in the department. As the chart illustrates, the Department Head can ultimately resolve most conflicts.

If this is unsuccessful in satisfactorily resolving your issues, the university provides the following specific procedures: (a) OSU Student Grievance Procedures are available. These require a student to contact the appropriate vice president. This requires a written request for the formation of a formal grievance committee. University policies related to student rights and responsibilities may be obtained at the Office of Student Activities (040 Student Union) or the Office of the Vice President for Student Services (201 Whitehurst). (b) If a conflict concerns a grade, the Academic Appeals Board is contacted through the Academic Vice President's Office (101 Whitehurst). (d) In addition to the more formal university procedures, complaints can be made to the Dean of the Graduate College or the Dean, or the Associate Dean for Academic Affairs, of Arts and Sciences.

In summary, there are two levels at which a conflict may be resolved: (1) informally at the lowest administrative level possible or ultimately with the Head, and (2) by university grievance procedures or specific university procedures for grade disputes and sexual harassment. Again, you are expected to start at the lowest level possible and work your way up.

Note: It is strongly suggested that the complainant keep written records related to the problem issue.

Oklahoma State University Policy and Procedures

STUDENT DISCRIMINATION GRIEVANCES	2-0823 ACADEMIC AFFAIRS September 2014
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POLICY

1.01 In addition to the prohibition of discrimination on the basis of gender it is the policy of Oklahoma State University to provide equal opportunity to all students enrolled at the University without discrimination because of race, color, sexual orientation, age, status as a veteran, national origin, religion, or qualified disability. Oklahoma State University students shall have available to them certain procedures for resolving complaints and grievances regarding alleged illegal discrimination as well as alleged invidious, arbitrary, and/or capricious acts of discrimination, which may arise in areas related to admission or treatment while enrolled at the institution and non-academic complaints related to employees, campus living, and student life not otherwise covered by applicable University policy. This policy applies to all student complaints of discrimination, harassment, or denial of accommodation on the basis of race, color, sexual orientation, age, status as a veteran, national origin, religion, or qualified disability. In the context of disability, this procedure encompasses disagreements or denials regarding requested services, accommodations, or modifications to University practices or requirements.

1.02 All students enrolled at the University who have a non-gender discrimination complaint related to an area as previously described, may request a hearing before a grievance committee which shall hear the alleged grievance and make recommendations to the appropriate vice president to resolve the complaint. The University is committed to providing prompt and effective resolution to all grievances alleging discrimination. Discrimination is prohibited by State and Federal law, as well as University policy. Discrimination includes, but is not limited to, disparate treatment directed toward an individual or group of individuals based on race, color, sexual orientation, age, status as a veteran, national origin, religion, or qualified disability, that adversely affects their employment or education. Examples of discrimination include, but are not limited to: an instructor

disciplines or grades students differently based on their race, sexual orientation, religion, ancestry, national origin or disability; students are denied opportunities such as scholarships or extracurricular activities because of their race, sexual orientation, religion, ancestry, national origin or disability; a student cannot physically access a facility because of barriers or a lack of ramps or elevators; the

University fails to make reasonable accommodations for a student's disability, such as providing an interpreter, a screen-reader or other assistive device, or an accommodation such as an extended testing period or oral examination. Prohibited conduct also includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, sexual orientation, age, status as a veteran, national origin, religion, or qualified disability. This includes jokes or pranks that are hostile or demeaning with regard to race, color, sexual orientation, age, status as a veteran, national origin, religion, or qualified disability.

1.03 The University will (1) investigate and respond to every complaint of discrimination reported, (2) take action to provide remedies when discrimination is discovered, (3) impose appropriate sanctions on offenders in a case-by-case manner, (4) take necessary action to end the discrimination, prevent a reoccurrence, and eliminate its discriminatory effect on the student, (5) eliminate any hostile environment and its effects.

1.04 Formal student discrimination complaints will be filed with and administered by the Student Conduct Office and will be resolved following due process procedures as described in **the Student Code of Conduct**. Detailed informal and formal complaint procedures are available in the Student Conduct Office and the Equal Opportunity Office.

1.05 Although the confidentiality of the information received and the privacy of the individuals involved cannot be guaranteed, they will be protected to as great an extent as is legally possible. The expressed wishes of the complainant regarding confidentiality will be considered in the context of the University's legal obligation to act upon the charge and the right of the charged party to be informed concerning the charge.

1.06 Any individual who believes he/she may have experienced discrimination, or who believes that he/she has observed such actions taking place, may receive information and assistance regarding the University's policies and responsive processes from any of the following offices:

a. Student Conduct Education and Administration
328 Student Union Building 405-744-5470

b. Office of Equal Opportunity
408 Whitehurst Hall 405-744-9153

If an apparent conflict of interest prevents use of the assistance of the above offices,

the person complaining of discrimination may request assistance directly from the Office of the President, 107 Whitehurst Hall (405-744-6384).

1.07 University employees who witness or are made aware of alleged acts of discrimination shall report the incident as provided in Section 1.06. The University will not tolerate retaliation against a person who brings a complaint of discrimination, whether such complaint is brought internally or with an external agency. A student, faculty, or staff member who retaliates in any way against an individual who has brought a complaint pursuant to this policy or participated in an investigation of such a complaint is subject to appropriate disciplinary action.

1.08 These grievance procedures neither supersede and/or take precedence over established University procedures of due process for any and all matters related to Academic Appeals, Traffic Appeals, and Disciplinary Appeals.

PROCEDURE

2.01 These grievance procedures are provided to insure that students' concerns are addressed promptly, that resolutions are achieved in a fair and just manner, and that the concerns can be brought to the attention of the University administration without fear of reprisal. Any University employee who receives a report of or witnesses an incident of harassment or discrimination, physical or verbal, based on race, color, sexual orientation, age, status as a veteran, national origin, religion, or qualified disability should report the incident as provided in this policy.

2.02 Definitions:

a. Complaint: A "complaint" is a student's timely informal expression of dissatisfaction with possible discriminatory aspects of University-related experiences which are outside the control of the student that has been directed to the appropriate administrator having jurisdiction within one hundred and eighty (180) University working days from the date of the alleged discriminatory act.

b. Grievance: A "grievance" is a timely formal written complaint relating to an adverse action, presented in writing with good faith, and which identifies a problem of alleged discrimination. A formal grievance must be filed within fourteen (14) University working days of receiving final notification of the results of the informal administrative review or one hundred and eighty (180) University working days of the alleged act of discrimination where the student elects not to pursue informal resolution.

2.03 Informal Resolution: Students believing that they have been subjected to illegal or invidious, arbitrary, and/or capricious acts of discrimination may attempt to resolve the matter informally before filing a formal complaint, called a grievance. At any time during the informal or formal process, assistance is available through the Student Conduct Office or the Equal Opportunity Office.

a. The student may engage in an informal discussion with the alleged offender over the points of dissatisfaction. The student may wish to seek advice about how best to approach the individual or the matter.

b. If resolution is not reached, or if the student does not wish to confront the alleged offender, the student may discuss the points of dissatisfaction with the supervisory administrator immediately responsible (department chair, administrative officer, or staff supervisor) for the area in question. If no resolution to the complaint is reached with the supervisory administrator, the student may informally discuss the points of dissatisfaction within the University up to, but not including, the Vice President in charge of that area.

c. Students who have points of dissatisfaction about a supervisory administrator, or any senior administrator who would normally be part of the informal review process, should seek assistance from the Student Conduct Office or the Equal Opportunity Office regarding alternate informal routing of the complaint.

d. Each administrator to whom the complaint is taken during the informal process will investigate and attempt to resolve the complaint using the following steps:

- (1) review the student's complaints with the student and the resolution desired;
- (2) gather additional information from the student;
- (3) gather a response and additional information from the respondent;
- (4) document and assess the findings of fact, including those agreed upon and those disputed;
- (5) attempt a resolution of the complaint between the student and the respondent, if appropriate; and
- (6) determine final decision regarding the complaint and notify the involved parties.

2.04 Formal Resolution: If a satisfactory resolution to the points of dissatisfaction is not achieved through the informal discussions, or if the student elects not to attempt to resolve his/her complaint informally, the student may file a formal complaint, called a grievance, in the Student Conduct Office. The grievance will be heard by a Student Conduct Committee Hearing Panel following the process outlined in the Student Code of Conduct.

a. The grievance must be in writing and must be submitted within one hundred and eighty (180) University working days of the alleged act of discrimination or fourteen (14) University working days of receiving final notification of the results of the informal administrative review. The written request for grievance proceedings shall include the following information:

- (1) a clear, detailed statement of the grievance, including names of persons allegedly committing acts of illegal discrimination, a description of the supporting evidence and information, including policy documents, names and addresses of individuals serving as witnesses;
- (2) a specific statement of the remedial action or relief sought;
- (3) a brief summary of persons with whom the point(s) of dissatisfaction were discussed and the results of previous discussions; and
- (4) a statement of the reasons why the remedial action or relief is sought.

b. The Office of Student Conduct shall within sixty (60) University working days (1) notify the complainant in writing of the receipt of the grievance and of the actions that will be taken and (2) conduct an initial review of the request to determine if the grievance:

- (1) alleges facts, which if true, would demonstrate a violation of an anti-discrimination statute, or rule;
- (2) contains allegations that appear to be substantially credible;
- (3) addresses a violation, which, if true, results in a personal wrong to the grievant;
- (4) was filed in a timely manner; and
- (5) is not frivolous.

Such review, at the minimum, will normally involve meeting personally with the individual(s) filing the grievance, with the individual(s) accused

of violations of University policy, and any relevant witnesses to the alleged actions at issue, together with reviewing any documentary evidence relevant to the matter.

c. If the review by the Student Conduct Officer finds that the grievance does not meet all of the above conditions, the grievance shall be terminated and the student and respondent so notified in writing within five (5) University working days of the determination. The notification will contain an explanation of the reasons for the decision. The notification letter will also include a statement informing the complainant that, within ten (10) University working days of the notification, he or she may appeal the decision not to proceed to the Vice President of Student Affairs. The request for appeal must be a signed, written document articulating why the decision to dismiss the complaint is believed to be in error. The Vice President for Student Affairs shall respond within ten (10) University working days of the receipt of the appeal. If the decision to dismiss is upheld, that decision is final. If the decision is overturned, the grievance will proceed as provided for herein.

d. The Student Conduct Officer and the Hearing Panel shall have access to all University records, factual information, University policies and procedures relevant to the determination as to whether discrimination occurred.

e. If the grievance meets all of the above conditions, then a date shall be set for a hearing before a Student Conduct Committee Hearing Panel acting as a Grievance Hearing Panel, following the hearing procedures established for this committee in the Student Code of Conduct. The hearing shall be held as soon as possible, but usually no later than ten (10) University working days after the date on which the grievance was determined to meet all the necessary conditions. The grievant and respondent will be notified in writing of the date and time for the grievance hearing.

f. At any time in the process, prior to the actual hearing, the grievant may withdraw the grievance, thereby ending the matter and waiving the right to reopen the same grievance.

g. At the conclusion of the grievance hearing and after reaching a decision, the Grievance Hearing Panel shall within five (5) University working days make a written report on findings and recommendations to the appropriate Vice President of the University with copies to the

grievant, the responding person(s), and members of the GrievanceHearing Panel. The written report will contain:

- (1) a statement of the purpose of the hearing;
- (2) issues considered;
- (3) a summary of the testimony and other evidence presented;
- (4) findings of fact as developed at the hearing; and
- (5) recommendations for final disposition of the case.

h. If disciplinary action is warranted, discipline will be imposed in accordance with University policy and the University will promptly take necessary action to end the discrimination, prevent a reoccurrence and eliminate its discriminatory effect on the student. If the grievant or responding party disagrees with the written recommendation of the Committee regarding final disposition of the matter, he/she may within seven (7) University working days file an appeal with the University Conduct Appeals Panel, following the procedures set forth in the Student Code of Conduct. That Panel shall meet and communicate its decision/recommendation in writing to the appropriate Vice President with supervisory authority over the responding party within twenty

(20) University working days of the filing of the appeal.

i. Final Decision and Notification: The appropriate Vice President will make the final decision. In instances involving alleged mistreatment by faculty or staff, that decision may require referring the matter to a separate process set forth in University policy relating to faculty or staff discipline. This decision and the actions that have been taken shall be presented to both parties in writing within fourteen (14) University working days of receiving the Grievance Hearing Panel recommendation or the University Conduct Appeals Panel's decision. If the Vice President decides not to accept the recommendations of the Grievance Hearing Panel or the University Conduct Appeals Panel, a statement of the reasons for so ruling should be given to both parties, and the chairperson of the Grievance Hearing Panel and/or University Conduct Appeals Panel. The decision of the appropriate Vice President is final and further University appeal is precluded.

2.05 Students who are not satisfied with the response they receive from the University may file a complaint with any of the following agencies:

Office of Disability Concerns 2401 NW 23rd,
Suite 90

Oklahoma City, OK 73107-
3756800/522-8224, 405-521-3756 (v)
405/522-6706 (tty)
Website: <http://www.odc.ok.gov>

U.S. Department of Education
One
Petticoat Lane
1010 Walnut Street, Suite 320
Kansas
City, Missouri 64106 Telephone:
816/268-0550 Facsimile: 816/823-1404
Email: OCR.KansasCity@ed.gov

U.S. Department of Justice
Civil
Rights Division
950 Pennsylvania Avenue, NW
Disability
Rights Section-NKAV
Washington, DC
20530

800/514-0301 (v)
800/514-0383 (tty)
Website: <http://www.usdoj.gov>

Approved by the Board of Regents: June 18, 1998

Revised: April 2002

May 2004

September 2014

Approved by the Board of Regents: October 24, 2014

Appendix C
Smoking and Use of Tobacco in University Buildings

Oklahoma State University Policy and Procedures

TOBACCO USE AND SMOKING PREPARATION USE IN OR ON UNIVERSITY PROPERTY	1-0530 GENERAL UNIVERSITY August 2019
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UNIVERSITY POLICY AND STATE LAW

1.01 The Oklahoma Smoking in Public Places and Indoor Workplaces Act (“Act”), 63 O.S. §§ 1-1523; 1-1525, *et seq.*, requires Oklahoma State University and its constituent agencies to adopt policies regulating smoking in facilities owned, leased, or under their control. The Act prohibits the possession of lighted tobacco in any indoor place used by or open to the public, public transportation, or any indoor workplace, except where specifically allowed by law. In accordance with 21 O.S. §1247, all campuses, buildings and grounds, or portions thereof, owned or operated by an institution within The Oklahoma State System of Higher Education may be designated as tobacco free, including smoking or smokeless tobacco, by the institution upon adoption of a policy stating the tobacco restrictions for the institution and an intent to enforce the penalty for violations as set forth in subsection M of 21 O.S. §1247.

1.02 It is the intent of Oklahoma State University to promote the health, well-being and safety of all students, faculty, staff and visitors. As such, Oklahoma State University is designated as a tobacco-free environment. Tobacco use and the use of smoking preparations are prohibited in or on University property.

1.03 This policy applies to all property of Oklahoma State University on the Stillwater campus, including any housing or residence facility owned, operated, or managed by the University.

1.04 Tobacco and smoking preparation use is prohibited in all vehicles owned, leased, or under the control of Oklahoma State University, the State of Oklahoma and all its agencies and instrumentalities including those that provide public transportation.

1.05 This policy states the intent of Oklahoma State University to maintain a tobacco free campus and states its express intent to enforce the penalty for violations in accordance with subsection M of 21 O.S. §1247 using officers commissioned under the provisions of 74 §360.18 and the Board’s regular commissioning procedures.

DEFINITIONS

2.01 Tobacco use includes, but is not limited to, the carrying by a person of a cigar, cigarette, pipe, or other lighted smoking device or the use of smokeless tobacco including snuff, chewing

tobacco (including chewing on an unlit cigar or other tobacco product), smokeless pouches, or any other form of loose-leaf, smokeless tobacco.

2.02 Smoking preparations include but are not limited to hookahs, electronic cigarettes, vapor devices, and clove cigarettes.

PROCEDURES

3.01 Oklahoma State University will not accept donations, gifts, money, or materials intended to promote the use of tobacco or smoking preparations or participate in any type of services that promote the use of tobacco or smoking preparations.

3.02 Signage will be posted by OSU Facilities Management as appropriate to inform employees, students and visitors of policy provisions.

A. "Breathe Easy" signs will be placed on all campus buildings.

B. "Tobacco Free Campus" will be clearly posted at all main campus entrances.

C. No ashtrays will be provided on campus.

3.03 The sale or advertising of tobacco products or smoking preparations on University property is prohibited.

3.04 Littering the campus with remains of tobacco products or other disposable products is prohibited.

3.05 Organizers and attendees at events (meetings, conferences, lectures, cultural events and sporting events) using OSU facilities are required to abide by the policy. Organizers of such events are responsible for communicating the policy to attendees and for enforcing this policy.

3.06 Courtesy and consideration will be exercised when informing others unaware of and/or in disregard of this policy. **It shall be a violation of this policy for any person to discriminate against any individual because the individual has opposed any practice made unlawful under this Policy, or because the individual has made a complaint or has assisted or participated in any manner in an investigation or proceeding under this Policy.**

3.07 A complaint against an offender who fails to respond to a request by another, as noted in Section 3.06, may be referred to a dean, director, other manager or to the campus police by completing an official signed complaint. Appropriate corrective action will be taken. In addition to appropriate corrective action by the institution, any commissioned law enforcement officer may issue a citation in accordance with this Policy.

3.08 Oklahoma State University reserves the right to change this Policy and Procedures or any portion thereof at any time without prior notice.

Tobacco Cessation Programs

4.01 Employees wishing to participate in tobacco cessation programs are referred to the OSU Psychological Services Center (405.744.5975), Seretean Wellness Center (405.744.9355),

BlueCross BlueShield of Oklahoma (1.877.258.6781), the Oklahoma Tobacco Quit Line (1.800.QUIT.NOW or 1.800.784.8669), the American Cancer Society, the American Lung Association, and the American Heart Association.

4.02 Students may contact University Health Services (405.744.7665) for cessation assistance.

Adopted:

February 1985 (As P&P 3-0530 “Smoking and Use of Tobacco in University Buildings”)

Revised:

May 1989

February 1997 (Revised and renumbered as P&P 1-0530) March 2004

March 2008

October 2010

October 2013

December 2013

February 2016

August 2019

Approved by the Board of

Regents: October 2010

October 2013

December 2013

Appendix D

GUIDELINES FOR POSTER PRINTER USE

Fall 2021

I. At the present time, the poster printer will be for use only by members of the Department of Psychology.

- Priority goes to graduate students because the printer was purchased with Student Tech Fee funds.
- Only personnel trained to use the printer may operate it.

II. Submissions

- Jobs must be submitted at least **one week** prior to the date that the poster is needed.
- Please submit your poster on a USB drive or via email to the graduate student who is the Graduate Technical Laboratory Assistant (GTLA).
- Please submit an 8 ½ X 11 color draft with your submission.

III. Guidelines

- Please proofread your poster and correct all errors **BEFORE** submitting it to be printed.
- Please avoid using solid-color backgrounds. This uses a great deal of ink.
- The paper will be using is 42 inches wide. Please include 1 inch margins on your submission.

Appendix E
Change of Advisor Request Form
PSYCHOLOGY DEPARTMENT

CHANGE OF ADVISOR REQUEST FORM

I, _____, do hereby request a change of academic
(Student's name)

Advisor from _____ to _____.
(Current advisor) (New advisor)

If your research advisor is not in your area of study, please indicate which faculty member is

Your academic advisor: _____.

This change to become effective upon receipt of this form by the Psychology Department.

(Student's signature)

(New advisor's signature)

*Form to be returned to Department office and place in student's file.

Appendix F

International Students Status Requirements

MAINTAINING YOUR F-1 STATUS WITH THE CIS REGULATIONS & SEVIS

The Citizenship and Immigration Service (CIS) has recently changed the regulations that require OSU to report information into the Student and Exchange Visitor Information System (SEVIS). The SEVIS system collects information on students and reports academic progress to CIS. As an F-1 student, you were admitted to the U.S for “duration of status” (D/S is found on the white 1-94 card in your passport). This means you are permitted to stay in the U.S. as long as you maintain your status by fulfilling the requirements of being an F-1 student. Keep in mind that there is an important difference between an F-1 visa and F-1 status. The visa is a stamp or sticker placed in your passport by a U.S embassy or consulate and is granted for entry purposes only. F-1 status is granted when you enter the U.S. and is regulated by the CIS. Even if your visa is valid, you can lose your legal F-1 student status if you do not continue to comply with immigration laws regulating your stay in the U.S. Keeping the following regulations is extremely important. Penalties for violating student regulations vary from: (1) applying for reinstatement, (2) voluntarily leaving the U.S., or (3) deportation.

Overview of Government Regulations You Must Follow in Order to Maintain Your Legal Status

- **General Information**
Maintain a valid passport at all time.
Attend the university that the CIS has authorized you to attend.
- **Full-time Enrollment** – Complete a full course of study during the fall and spring semesters (12 hours per semester for all undergraduate students; 9 hours for graduate students with/without 25% assistantship and 6 hours for graduate students with 50% assistantship. No more that three credit hours of on-line or distance education courses can be counted as a full course of study. You must obtain a grade of A, B, C D, or F in all courses; a “w” (withdraw) will not qualify as completion of the course. You are not required by CIS to enroll in classes during the summer session, unless summer is your first semester in the U.S. If you believe that you need to drop a course come to the ISS BEFORE you drop the course. Under the new CIS requirements the ISS must report the reduced course load. This decision could create a very difficult situation.
- **Change of Address** – The CIS regulations require that all students report their change of address within 10 days of the change. You must report this change to ISS with 10 days so ISS may report the address change within 21 days to CIS. If

- your permanent housing arrangement will be available at a later time please complete a change of address form now and update your address later.
- SEVIS Reporting – Under the SEVIS reporting requirements OSU will be required to report any student’s failure to complete the program or withdraw from courses, drop courses below full course of study, address change, major or level change, program completion, Optional or Curricular Practical Training, and school transfers within 21 to 30 days depending on the event.
 - Transfer - Complete an official immigration transfer whenever you change educational institutions. Inform the previous school of your intent to transfer and confirm the release date. Contact OSU within 15 days of the first day of classes to begin the transfer process. The Form I-20 must be processed and reported to CIS within 30 days of enrollment by the International Students and Scholars office (ISS) - Designated School Official (DSO). Please note: An immigration transfer is a totally separate process from transferring academic credit from another school. An immigration transfer is not complete until a DSO has registered your information into SEVIS and informed CIS of the change.
 - Change of Level - Obtain a new Form I-20 whenever you make a change in degree levels. This would include changing from language studies to a bachelor’s degree, from bachelor’s to master’s degree, from master’s degree to a doctorate, from Optional Practical Training to a new degree, from one level of degree to one of the same level (master’s to second master’s degree), etc. This change is a reporting event into SEVIS so it is essential that you inform ISS within 30 days of the level change. A new SEVIS Form I-20 will be issued as well as registration into SEVIS.
 - Change of Major - A Form I-20 is also required when you have a change in major/department or correction in name, date of birth or citizenship. You will need to contact ISS at the time of change or correction. This is a reporting event in SEVIS.
 - Program Extension - Apply for an extension of your program if you cannot complete your degree by the ending date listed on item five on your Form I-20. You can apply for a program extension any time during your course of study. You will need to contact the ISS prior to the end date of your Form I-20. The program extension will require a new Form I-20
 - Employment - Work off-campus only if you have first received authorization from International Students & Scholars or CIS. On-campus work requires an on-campus employment clearance and you must maintain your full-time status. Please Note: If you work illegally, you must leave the country or face deportation. You cannot be reinstated. On-campus work is limited to part-time (20 hours or less per week) during fall and spring semesters. It may be full-time (more than 20-hours/ week) during summer and official school breaks.
 - Travel - A new Form I-20 may be required for travel depending on the need to renew an expired visa and/or if there are major changes in your financial situation.

It is important that you contact ISS in advance of your travels to obtain the appropriate documents.

- Dependents - All spouses and children must obtain their own Form I-20 while residing in the U.S. The F-2 may not enroll in a full-time course of study until the CIS has approved the change of status to an F-1.
- Special Registration - There are certain countries that are required to register at the Port of Entry and at the Port of Exit. If you have entered the U.S. and are one of the Special Registrants you may need additional information or updates; please see the ISS for updates.
- Reinstatement - If you have failed to maintain your F-1 status you will be required to apply for reinstatement to the CIS district office in Oklahoma City. The CIS regulations have been narrowed and it is important that you contact ISS if you find yourself in this situation. Due to the SEVIS reporting requirements it is essential that you follow the immigration regulations and if you have any questions please contact ISS.

Questions - If you have any questions regarding your immigration status please contact the International Students and Scholars office, 076 Student Union, 405-744-5459. The ISS staff are employed by OSU and do not work for CIS. The staff is here to assist you in understanding the CIS regulations and

Appendix G
Results of Master's Thesis Proposal Meeting

RESULT OF MASTER'S THESIS PROPOSAL MEETING
PSYCHOLOGY DEPARTMENT

A Master's Thesis Proposal meeting was convened
for _____ on the following date:
_____. Please sign below whether student's proposal has or
has not been approved:

Student's master's thesis proposal **has**
been approved,

Student's master's thesis proposal **has not**
been approved.

Chair

Chair

When completed, please return this form to the head of the Department of Psychology.

Appendix H

RESEARCH STANDARDS AND ETHICS

Research Standards and Ethics

Research with human subjects is governed by ethical guidelines, rules of law, and limitations on procedures. As a pre-professional, you may not just go out and collect data involving human subjects. Oklahoma State University is under the mandate of the federal government to have a set of procedures in place that monitor and regulate research with human subjects and to insure that they are followed. In accordance, OSU has a university committee that serves as the court of last resort on such matters. An application to that committee, the Institutional Review Board (IRB), must be made. In the Department of Psychology, the task of reviewing all IRB applications has been given to the Research Affairs Committee. If you intend to do research involving human subjects, you must complete an IRB form (available from the University IRB web page).

Procedures and Principles Governing Research with Human Subjects:

Psychological research, particularly research involving human subjects is not to be undertaken frivolously. The research you do may have a much greater impact than you would expect upon the people who serve as subjects in this research. The American Psychological Association has set forth a statement of ethical principles governing research with human subjects. In addition, the Department of Health, Education, and Welfare has established its own set of principles governing research with human subjects as has OSU's Institutional Review Board.

The principles stated below constitute the policy of the Department of Psychology concerning research with human subjects. The principles have been reviewed and approved by the Oklahoma State University Institutional Review Board for the Protection of the Rights of Human Subjects. These principles further reflect and adhere to the 2002 revision of Ethical Standards of Psychologists and also the Ethical Principles in the Conduct of Research with Human Subjects, published by the American Psychological Association.

The 2002 revision states:

Research with Human Participants. The decision to undertake research rests upon a considered judgment by the individual psychologist about how best to contribute to psychological science and human welfare. Having made the decision to conduct research, the psychologist considers alternative directions to which research energies and resources might be invested. On the basis of this consideration, the psychologist carries out the investigation with respect and concern for the dignity and welfare of the people who participate and with cognizance of federal and state

regulations and professional standards governing the conduct of research with human participants.

1. In planning a study, the investigator has the responsibility to make a careful evaluation of its ethical acceptability. To the extent that the weighing of scientific and human values suggests a compromise of any principle, the investigator incurs a correspondingly serious obligation to seek ethical advice and to observe stringent safeguards to protect the rights of human participants.
2. Considering whether a participant in a planned study will be a “subject at risk” or a “subject at minimal-risk,” according to recognized standards, is of primary ethical concern to the investigator.
3. The investigator always retains the responsibility for ensuring ethical practice in research. The investigator is also responsible for the ethical treatment of research participants by collaborators, assistants, students, and employees, all of whom, however, incur similar obligations.
4. Except in minimal-risk research, the investigator establishes a clear and fair agreement with research participants, prior to their participation, that clarifies the obligations and responsibilities of each. The investigator has the obligation to honor all promises and commitments included in that agreement. The investigator informs the participants of all aspects of the research that might reasonably be expected to influence willingness to participate and explains all other aspects of the research about which the participants inquire. Failure to make full disclosure prior to obtaining informed consent requires additional safeguards to protect the welfare and dignity of the research participants. Research with children or with participants who have impairments that would limit understanding and/or communication requires special safeguarding procedures.
5. Methodological requirements of a study may make the use of concealment or deception necessary. Before conducting such a study, the investigator has a special responsibility to (i) determine whether the use of such techniques is justified by the study’s prospective scientific, educational, or applied value, (ii) determine whether alternative procedures are available that do not use concealment or deception, and (iii) ensure that the participants are provided with sufficient explanation as soon as possible.
6. The investigator respects the individual’s freedom to decline to participate in or to withdraw from the research at any time. The obligation to protect this freedom requires careful thought and consideration when the investigator is in a position of authority or influence over the participant. Such positions of authority include, but are not limited to, situations in which research participation is required as part of employment or in which the participant is a student, client, or employee of the investigator.

7. The investigator protects the participant from physical and mental discomfort, harm, and danger that may arise from research procedures. If risks of such consequences exist, the investigator informs the participant of that fact. Research procedures likely to cause serious or lasting harm to a participant are not used unless the failure to use these procedures might expose the participant to risk of greater harm, or unless the research has great potential benefit and fully informed and voluntary consent is obtained from each participant. The participant should be informed of procedures for contacting the investigator within a reasonable time period following participation should stress, potential harm, or related questions or concerns arise.
8. After the data are collected, the investigator provides the participant with information about the nature of the study and attempts to remove any misconceptions that may have arisen. Where scientific or humane values justify delaying or withholding this information, the investigator incurs a special responsibility to monitor the research and to ensure that there are no damaging consequences for the participant.
9. Where research procedures result in undesirable consequences for the individual participant, the investigator has the responsibility to detect and remove or correct these consequences, including long-term effects.
10. Information obtained about a research participant during the course of an investigation is
confidential unless otherwise agreed upon in advance. When the possibility exists that others may obtain access to such information, this possibility, together with the plans for protecting confidentiality, is explained to the participant as part of the procedure for obtaining informed consent.

IRB Application Procedure

The National Research Act Public Law 93-348 requires that all biomedical and behavioral research involving human subjects be approved by an Institutional Review Board (IRB). In addition, the APA Committee for the Protection of Human Participants in Research recommends that all researchers seek the advice of others regarding the ethical acceptability of proposed research.

Accordingly, the Research Affairs Representative functions to (a) provide advice and counsel concerning the treatment of human subjects to those planning research projects and (b) serve as an oversight person to review research proposals so as to ensure that they will meet the requirements of the university IRB.

Prior to embarking on the data collection phase of research, the Department of Psychology requires that each investigator submit a proposal to the Research Affairs Representative for review. The following procedure should be followed:

1. Obtain an IRB application form and, if desired, an information packet from the IRB website (<https://research.okstate.edu/compliance/irb/>).
2. Submit the completed form online through the IRB portal.
3. The IRB office will review the proposal and return it to the submitter with comments and questions. Should the proposal need extensive revision, the author(s) will be asked to rework and resubmit the proposal.
4. Review of expedited and exempt proposals is usually accomplished within two weeks. Because the IRB typically meets every two weeks, full-board review may take longer. The author is encouraged to submit a proposal requiring full-board review at one week before the IRB convenes.

Comprehensive/Qualifying Exam Guidelines for each program

Guidelines for the Comprehensive and Qualifying Examinations Experimental Program

Comprehensive Examination

The comprehensive examination is designed to be a comprehensive assessment of students' knowledge of experimental design and statistics, and understanding of the research literature in their area of expertise. The examination is designed to assess (a) students' oral/critical thinking abilities, (b) their ability to synthesize and integrate findings from the scientific literature, and (c) their ability to conceptualize issues of measurement, statistical analysis, experimentation, and design. Students should strive to complete the examination near the end of their third year in the program, or by the end of the first semester of their fourth year. The format of the examination, which contains both oral and written components, is described below. You must have an approved doctoral Plan of Study on file to take the examination (see Doctoral Advisory Committee below).

There are two options for the Comprehensive Exams: Format A and Format B. Your advisor has the ultimate decision on which format you will undertake and **you should discuss this with them early on in your graduate career**. You may not request an alternate format to these two options.

Format A: Major Area Paper Option

With his/her major advisor, the student selects three faculty members to serve on the comprehensive exam committee (who will subsequently serve on the qualifying exam and dissertation committee). Your major advisor will serve as the chair of the committee and normally the other two members will be the Psychology department although no limitations are placed on this.

Written Component: The written component of the examination is a literature review in the student's specialty area. The scope of this review, which should run approximately 40-60 pages in length, will be determined by the student in consultation with his or her chairperson and the other committee members (normally this will be the same as your dissertation committee). It is the student's responsibility to consult with all members of the committee either individually or as a group to determine the general direction of the paper. The range of articles included in this review should reflect research the student has become familiar with during his or her first two years in the program. For this reason, guidance from the student's research advisor as to the focus of the paper is critical. There is no minimum or maximum page limit – each topic area will be different and should work closely with your advisor and committee on the scope of your review; it is strongly suggested that you have an outline of the paper approved by all committee members

before you start writing. It is suggested that you develop an outline which you have all committee members approve before you start writing.

The format for the paper should take the general form found in the journal *Psychological Bulletin*. The bulk of the paper should be a comprehensive review and synthesis of pertinent empirical and theoretical work. The paper should also contain substantive sections on (a) the limitations of current methodologies, and (b) future directions for the field. In the future directions section, the student should conceptualize a timely and substantive program of research in his or her area of expertise (e.g., 3-5 studies). By timely, it is meant that the proposed project(s) should address significant, currently unanswered research questions. By substantive, it is meant that the proposal should focus on a major aspect of work in the field, addressing both theoretical and methodological issues within this design task. For this component of the paper the student is to imagine that he or she has a substantial source of funding to develop a series of experiments in his or her area of expertise. That is, what kind of research program would you *ideally* develop if funding issues were not a concern? Describe the studies in enough methodological and analytic detail that your committee can assess your grasp of quantitative issues. It is expected that the scope of the proposed project(s) will go well beyond that of the student's dissertation.

Ideally, a portion of the literature review will later serve as the introduction to the student's dissertation proposal. The written review should be given to committee members at least two weeks before the scheduled oral defense in order to provide sufficient time for evaluation.

When evaluating the paper, committee members will determine the quality of the work product on the basis of the clarity of writing, a demonstrated understanding of critical issues (both methodological and theoretical), and the ability to synthesize research findings.

Oral Defense: There are multiple goals associated with the oral defense. One important goal is to allow committee members the opportunity to discuss the literature review with the student in greater detail. The student should be prepared to defend his or her conceptualization and synthesis of the literature, as well as discuss his or her view of limitations and future directions.

At the exam the student will give a brief presentation on their written paper including past research, limitations, and their proposed research, which will be expected to last no longer than thirty minutes. The floor will then open up to general discussion. Questions from committee members regarding the project(s) will primarily focus on general issues of experimentation, statistics, and research design. It is believed that consideration of the methodological issues associated with this task will contribute to students' appreciation

of research methods in their area of expertise. Students may also find that they will be able to use the ideas from this task to develop a proposal for outside funding. Again, as with the literature review task described above, students are encouraged to meet with all members of their committee prior to the oral defense to discuss any potential concerns or unresolved issues.

Format B: Readings and Exam Format

1. With his/her major advisor, the student determines the content areas that will be covered on the comprehensive exam. This is done mainly by who the student selects to be on the committee.
2. With his/her major advisor, the student selects three faculty members to serve on the comprehensive exam committee (who will subsequently serve on the dissertation committee). The expertise of these faculty should directly reflect the content areas of study for the comprehensive exam. Your major advisor will serve as the chair of the committee and normally the other two members will be the Psychology department although no limitations are placed on this.
3. Each member of the committee will develop a list of readings for the student that reflect his/her area of expertise. The major advisor will work with each committee member to insure that the reading list is appropriate (e.g., proper content and length). The student may also provide input regarding the content of the list. It should be noted that the faculty member has complete final say over what articles are selected for inclusion on the readings list.
4. The major advisor will collect, combine, and approve the lists.
5. The final, approved list of readings will be delivered by the major advisor to the student who will then be given at least 3 months to read all of the material. The major advisor, with the assent of the committee, will determine the amount of time, which may vary from student to student. The reading list should, however, be thorough enough so that at least one summer or semester of time (~3 months) will be needed.
6. While the student is reading the material, the advisor will work with the committee members to develop a list of questions. Each committee member will be responsible for generating a number of questions pertaining to his/her readings.
7. On the designated date the student will receive, from the major advisor, the list of questions obtained from the committee members.
8. Major advisor will determine if the written exam format will be...
Currently under discussion and will be decided by Sept. 2
9. The student will return his/her written responses to the major advisor who will then distribute them to the committee members.
10. An oral exam will normally be scheduled within 2 weeks of the student's return date for the written responses. The oral exam will be attended by all committee members, at which time they may ask the student questions regarding his/her responses to the questions or regarding the reading material.

When evaluating the written responses, committee members will determine the quality of the work product on the basis of the clarity of writing, a demonstrated understanding of critical issues (both methodological and theoretical), and the ability to synthesize research findings. The committee will take into account whether the format was open or closed book when evaluating responses.

Oral Defense: There are multiple goals associated with the oral defense. One important goal is to allow committee members the opportunity to discuss the written answers with the student in greater detail. The student should be prepared to defend his or her written responses.

More Information for Either Format

A student's performance on the comprehensive exam will be determined by a majority vote of the committee members at the oral defense. The student will only be allowed to retake the exam one time. Although there are two parts to the exam, a written and oral part, there is only one exam that is graded. It should be noted that if a student gives poorly written responses that this will be grounds for failing the exam, as a student would be unable to orally defend such poor work.

Qualifying Exam

The qualifying exam is one that is required by the Graduate College. As per the current graduate college recommendations, this exam is the defense of the dissertation proposal. Thus, once a student has successfully defended their dissertation proposal, they will have successfully passed the qualifying exam and can apply for candidacy.

If a student fails to successfully defend their proposal and thus the exam, the graduate college policy of a minimum of 4 months between exam administrations will be followed. The student and their research advisor will develop a plan of remediation that will need to be agreed upon by the committee and can include taking additional coursework, doing more specific readings, extensive re-writing, etc. This plan must be in writing, signed by the student, the committee, and the program director and will become part of the student's file. If, during the second administration of the exam, the student fails, then that individual will be separated from the program.

Once the qualifying exam (i.e., the dissertation proposal) has been successfully completed, submit the form "Qualifying Examination Report and Application for Admission to Candidacy" (see Appendix D in the Department of Psychology Graduate Student Handbook). You must take 10 credit hours after successfully advancing to candidacy. If you propose in the middle of a semester, you can count half of the hours in that semester towards the 10. The Graduate College allows an "approved outline" to function as a qualifying exam – if your committee approves this option so you can advance to candidacy, you will still need to have a regular dissertation proposal defense meeting.

Doctoral Advisory Committee: The OSU catalog addresses the purpose and formation of the "advisory" committee. This is the committee that will serve as the committee that will sign your doctoral Plan of Study, as your comprehensive exam committee (minus your Outside committee member), as your qualifying exam committee, and will also serve as your dissertation committee. It is expected under normal circumstances that the 3 faculty members who served on the comprehensive exam committee will also serve on the dissertation committee. The fourth member of the advisory committee must be a faculty member outside the department of psychology. The committees (comprehensive, qualifying exam, and dissertation) are normally the same because it is a lot of work to

serve on any of these committees, but it is easier to serve on a student's dissertation committee if one has already been on their comprehensive exam committee as the material should overlap, thus it is a more efficient use of faculty resources to keep the committees the same. The committees actually being one and the same is the recommendation and expectation put forth by the graduate college. The qualifying exam and dissertation committee must be a minimum of 4 members, the chair must be a full member of the Graduate Faculty (if your major advisor is not, they will serve as the dissertation advisor and another member of the committee will serve as the official chair) and at least one member must be from outside the department (you can have multiple members from outside, but must have at least one).

A student's performance on the qualifying exam will be determined by a majority vote of the committee members at the oral defense. The student will only be allowed to retake the exam one time. Although there are two parts to the exam, a written and oral part, there is only one exam that is graded. It should be noted that if a student brings a poorly written paper before the committee that this will be grounds for failing the oral exam, as a student would be unable to defend such poor work. Given the importance of this examination, it is assumed that the student will work in close contact with his or her committee chair to avoid developing work products that the committee would find unacceptable.

If a student fails the exam, the graduate college policy of a minimum of 4 months between exam administrations will be followed. The student and their research advisor will develop a plan of remediation that will need to be agreed upon by the committee and can include taking additional coursework, doing more specific readings, extensive re-writing, etc. This plan must be in writing, signed by the student, the committee, and the program director and will become part of the student's file. If, during the second administration of the exam, the student fails to pass either portion of the exam, then that individual will be separated from the program.

Successful completion of the qualifying examination is viewed by the faculty as the gateway to the dissertation project. In fact, the qualifying exam must be passed prior to the student defending his or her dissertation proposal. In order to maintain timely progress in the program, it is anticipated that the student will submit a dissertation proposal within 90 days of passing the qualifying exam. Once the qualifying exam and dissertation proposal have been successfully completed, submit the form "Qualifying Examination Report and Application for Admission to Candidacy" (see Appendix I in the Department of Psychology Graduate Student Handbook). The admission to candidacy form must be submitted 6 months prior to your expected graduation date.

Doctoral Advisory Committee: The OSU catalog addresses the purpose and formation of the "advisory" committee. This is the committee that will serve as the committee that will sign your doctoral Plan of Study, as your qualifying exam committee, and will also serve

as your dissertation committee. An exception to this would obviously be when a committee member leaves the University. The two committees are the same for two reasons: first it is this committee that signs your admission to candidacy form and if they have only served on your dissertation committee, it will be hard for them to sign that you successfully passed your qualifying exam; second, it is a lot of work to serve on either of these committees, but it is easier to serve on a student's dissertation committee if one has already been on their qualifying exam committee as the material should overlap, thus it is a more efficient use of faculty resources to keep the committees the same. The two committees actually being one and the same is the recommendation and expectation put forth by the graduate college. The committee must be a minimum of 4 members, the chair must be a full member of the Graduate Faculty (if your major advisor is not, they will serve as the dissertation advisor and another member of the committee will serve as the official chair) and at least one member must be from outside the department.

Appendix J
GUIDELINES FOR TEACHING ASSISTANTS
Department of Psychology
Revised July, 2021

Supervisors

- You will have a faculty supervisor to whom you will report. The amount of supervision depends on the course.
- TAs and supervisors should hold regular meetings throughout the semester.
- Supervisor should observe the TA teaching at least once per semester.
- Supervisors will delegate work to you related to your assignment. For example, if your assignment is as a teaching assistant, you will not be asked to spend time working on non-teaching activities for that supervisor.

General Rules

Attendance

- Be in class when you are supposed to be. Final exams will occur on different days, at different times, and even in different rooms than your regularly-scheduled class so be aware of these differences.
- You must hold your class for the entire period. Occasionally ending 5 minutes earlier is permissible.
- Classes may not be cancelled by the TA unless for a legitimate reason (e.g., illness). If you know ahead of time about an absence (e.g., for attending conferences), you must arrange for a substitute instructor. You may not give an out-of-class assignment in lieu of meeting for class. (If your class has common exams, however, (e.g., PSYC 1113), you may schedule one of your free class days on this date.) Your supervisor must be informed of absence and approve substitute. You must also inform the Department of Psychology office or the Department Head.
- If you leave town for any reason for which you will miss the class(es) to which you are assigned, you must also file a travel request with the Department of Psychology office one month prior to leaving (6 weeks for international travel, including Canada, Alaska & Hawaii).
- TAs should stay on campus through the end of the semester – i.e., the day grades are submitted – to help see that grading is complete. Grades are due the Tuesday after finals week.

Grades and Grading

- TAs and instructors must maintain the confidentiality of students' grades. You may not show one student's grade to another student, nor give a student's graded test, paper, etc., to another student even if the students are obviously friends/confidants.

- Public display of grades cannot contain any identifiers. Be sure to ask your supervisor if grades are to be posted. If they are, be sure to review the posting procedure with the supervisor before grades are posted.
- Assignments from students with identifiers should be turned in to your supervisor at the end of the semester. If you are to dispose of such papers, you must either black out the name/ID number or shred them. Do not just put them in the waste basket or recycling box.
- Familiarize yourself with the OSU rules and procedures regarding violations of academic integrity. Discuss with your supervisor how you should deal with suspected violations. For specific information regarding violations of academic integrity go to the following website: <http://academicintegrity.okstate.edu/>

- Maintain accurate records. This includes, but is not restricted to, the following.
 - Keep your grades in a hard copy form, such as a grade book, as well as electronically. This will prevent the loss of grades due to computer problems. Keep at least two e-copies in separate places. Emailing copies to your supervisor is a good idea.
 - Record all relevant data in your grade book. For example, if you take attendance, enter it in the grade book.
 - With your grade book keep other data such as doctors' notes excusing students from class, emails to students granting extra time for papers, etc.
 - Submit all records to your supervisor at the end of the semester.

Miscellaneous

- Teaching evaluations must be done for classes and labs every semester.
- If you catch any student viewing pornography on a computer in a public lab (such as 015 N. Murray), you must report it to the department head.
- Students with verifiable disabilities must be accommodated. If this arises, discuss with your supervisor. For policies, procedures, etc., of the University Student Accessibility Services, go to <https://accessibility.okstate.edu/>
- For those of you teaching your own course, you may be approached by a student who wants to do an honors contract. This can only be done if (a) the student petitions the Honors College and (b) your faculty supervisor, not you, oversees all aspects of the contract. Contact your supervising faculty member if a student requests an honors contract.

Conducting Classes

- At 1st class meeting have an informal, ice-breaking session. Students, especially psychology majors, will often be very interested in how you got to where you are as a graduate student. Ask them about their career goals, but don't put anyone on the spot.

- Be very clear about rules from the outset. Be authoritative: This means be firm but explain the “why” of rules and their enforcement, as well as being flexible. However, you must instill the sense of your authority in the classroom. You have the responsibility of delivering the course material as well as maintaining a professional environment. Avoid becoming authoritarian.
 - Discuss with your supervisor prior to the beginning of the semester how unruly students should be dealt with.
 - Be sure the class knows from the start what behaviors are unacceptable, e.g., receiving calls on cell phones.
- When making assignments, focus on being clear and comprehensive. After making the assignment, probe the class for their comprehension.
- If your class is held in the department computer lab, be sure the class understands that these computers are only to be used for class purposes during class hours. If the class is not using the computers, they should be shut down.
- Group projects can involve social loafing, i.e., one or more students will sit back and let others do the work. You and your supervisor may wish to develop a way to allow group members to rate the contribution of each other. You might have the students in the groups keep a running log of their meetings in case such data are needed later.

Students in Distress

- It is likely that one or more of the students in your class may become distressed at some point during the semester. This can range from providing encouragement, reassurance to the student, to meeting with the student to review the student’s performance and ways he/she may improve.
- You may also recognize that a student may be so distressed as to require additional assistance from someone other than you as the instructor. There are resources available for students, such as the Psychological Services Center or Student Counseling Center, and it may be appropriate to recommend that the student contact the center.
- You should also contact your supervisor to discuss special situations with students to keep him/her informed and to obtain additional guidance and counsel.

Working with Students Outside of Class

- Be available. You should give your students information on how to contact you, but we don’t recommend giving your phone number.
- Schedule at least 2 office hours per week, more if your supervisor requests it. At least one office hour should be held in 015 N. Murray computer lab. *Contact the Graduate Technology Laboratory Assistant to sign up.*
- Don’t have office hours right before class, especially for labs where assignments are due. Students will come to these office hours and seek 11th hour help which usually results in poor work.

- For assignments, you and your supervisor should decide whether it is your responsibility or the students' to print copies of assignments.
- Be careful when offering to read drafts of assignments; you can be overwhelmed by such requests. You and your supervisor should have a concrete policy about how many drafts will be read by the TA.
- You should allow students to have your email address. Save whatever students send you by email. You might also keep a running log of meetings you have with students, recommendations made, etc., to ward off possible later disputes. This log can serve as a record of anything that can potentially be at issue in the future, e.g., granting extra time on an assignment. See the point about maintaining accurate records under General Rules.
- When a student sends something to you or you send something to them via email, the recipient should always send a reply acknowledging receipt. Copying your supervisor onto the email (by listing their email address in the cc or bcc line) may also be advisable. Ask your supervisor if he/she would like you to routinely do this.
- You may have international students in your class, some of whom will have less than optimal skills in speaking and/or writing English. In such cases, the TA should consult with the supervisor as to how stringently papers will be graded regarding grammar, spelling, etc.
- Be prepared to spend extra time with international students. They often request more attention.

Appendix K

Preparing Future Faculty in Psychology Form

OSU Preparing OSU Preparing Future Faculty (PFF) in Psychology Program

Applications The OSU PFF in Psychology program requires a 2-year commitment from the student. During this 2-year period, the student will select a faculty mentor, write a yearly plan at the beginning of the academic year and select the activities for the year (seminars for PFF fellows only, seminars open to all graduate students, shadowing faculty members, etc.). Activities during the second year will include work with at least 1 partner institution and partner mentor. Yearly plans must be approved by the fellow's faculty mentor (and the faculty from the partner institution, if relevant). At the end of the year, the fellow will submit a summary of his/her activities to the PFF Steering Committee so that the committee may track students' progress, provide feedback to faculty mentors and partner institutions, and make appropriate changes to the PFF program as needed.

Students will submit applications to the Head of their respective departments/schools. Selection of fellows will be the responsibility of the program in which the student is enrolled. Each program determines the eligibility of fellows.

For **Counseling Psychology**, students who are post-master's must be in their 2ⁿ(year when entering the PFF program (or 3 year if the student plans to stay on campus for a 4 y students who are post-bachelor's level must be in their 3rd year when entering the PFF program (or 4 year if the student plans to stay for a 5 year). Students enrolled in the Educational Psychology program may enter the PFF program after their 1 year. For School Psychology, students should be in their 3 year when entering the PFF program (or 4 year if the student plans to stay for a 5 year). Student from Counseling Psychology, Educational Psychology and School Psychology should submit their applications to:

Sue C. Jacobs, Ph.D.
School of Applied Health & Educational Psychology
434 Willard
Oklahoma State University
Stillwater, OK 74078
(405) 744-6040
Sjacobs@okstate.edu

For the **Clinical Psychology and Experimental programs**, students must be in their 3rd year when entering the PFF program (or 4 year if the student plans to stay a 5 year). Students from Clinical Psychology and Experimental should submit their applications to:

Thad Leffingwell, Ph.D.
Psychology Department
106 North Murray
Oklahoma State University
Stillwater, OK 74078
(405) 744-6028
Thad.Leffingwell@okstate.edu

Applications must include:

1. Completed application form.
2. Current vita.
3. A 2-page statement of why the student wishes to become PFF fellow and how the program fits with the student's long-term goals.
4. One letter of support from either the student's faculty mentor or from the director of the program.

Deadline for receipt of applications is 5p.m. ____. Applications will be reviewed at the program level, and each program will select 1 new fellow each year. The applicants will be presented to the PFF Steering Committee. In the event that a program does not have a new fellow, the steering committee will meet to determine how to fill the open

slot. The PFF Steering Committee will also review application procedures each year and, if necessary, will revise the procedures for the application and selection of fellows.

