Accelerated Master of Science in Psychology

Drexel UNIVERSITY

Program Handbook 2018-2019
# QUARTER CALENDAR 2018-2019

*Note: all dates are subject to change.*

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 15-23, 2018</td>
<td>Welcome Week (New Undergraduate Orientation)</td>
</tr>
<tr>
<td>Monday, September 24, 2018</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Thursday, September 27, 2018</td>
<td>Convocation</td>
</tr>
<tr>
<td>Friday, September 28, 2018</td>
<td>Last day to secure a Closed Section Override</td>
</tr>
<tr>
<td>Friday, September 28, 2018</td>
<td>Last day to Add/Drop a course with Academic Advisor assistance</td>
</tr>
<tr>
<td>Friday, September 28, 2018</td>
<td>Last day to resolve Financial Holds</td>
</tr>
<tr>
<td>Sunday, September 30, 2018</td>
<td>Last day to Add/Drop a course via DrexelOne by 11 p.m.</td>
</tr>
<tr>
<td>Monday, October 8, 2018</td>
<td>Columbus Day (University Holiday)</td>
</tr>
<tr>
<td>Friday, November 9, 2018</td>
<td>Last day to Withdraw from a course with Academic Advisor assistance</td>
</tr>
<tr>
<td>Tuesday, November 20, 2018</td>
<td>Thanksgiving Holiday begins at close of classes - 10 p.m.</td>
</tr>
<tr>
<td>Wednesday, November 21, 2018</td>
<td>Administrative Offices Open</td>
</tr>
<tr>
<td>Thursday, November 22, 2018</td>
<td>Administrative Offices CLOSED</td>
</tr>
<tr>
<td>Friday, November 23, 2018</td>
<td></td>
</tr>
<tr>
<td>Monday, November 26, 2018</td>
<td>Classes Resume - 8 a.m.</td>
</tr>
<tr>
<td>Saturday, December 8, 2018</td>
<td>Classes End</td>
</tr>
<tr>
<td>Monday, December 10, 2018</td>
<td>Term Examinations Begin</td>
</tr>
<tr>
<td>Saturday, December 15, 2018</td>
<td>Term Examinations End</td>
</tr>
<tr>
<td>Monday, January 7, 2019</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Friday, January 11, 2019</td>
<td>Last day to secure a Closed Section Override</td>
</tr>
<tr>
<td>Friday, January 11, 2019</td>
<td>Last day to Add/Drop a course with Academic Advisor assistance</td>
</tr>
<tr>
<td>Friday, January 11, 2019</td>
<td>Last day to resolve Financial Holds</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Sunday, January 13, 2019</td>
<td>Last day to Add/Drop a course via DrexelOne by 11 p.m.</td>
</tr>
<tr>
<td>Monday, January 21, 2019</td>
<td>Martin Luther King, Jr. Day (University Holiday)</td>
</tr>
<tr>
<td>Friday, February 22, 2019</td>
<td>Last day to Withdraw from a course with Academic Advisor assistance</td>
</tr>
<tr>
<td>Saturday, March 16, 2019</td>
<td>Classes End</td>
</tr>
<tr>
<td>Monday, March 18, 2019</td>
<td>Term Examinations Begin</td>
</tr>
<tr>
<td>Saturday, March 23, 2019</td>
<td>Term Examinations End</td>
</tr>
<tr>
<td>Monday, April 1, 2019</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Friday, April 5, 2019</td>
<td>Last day to secure a Closed Section Override</td>
</tr>
<tr>
<td>Friday, April 5, 2019</td>
<td>Last day to Add/Drop a course with Academic Advisor assistance</td>
</tr>
<tr>
<td>Friday, April 5, 2019</td>
<td>Last day to resolve Financial Holds</td>
</tr>
<tr>
<td>Sunday, April 7, 2019</td>
<td>Last day to Add/Drop a course via DrexelOne by 11 p.m.</td>
</tr>
<tr>
<td>Friday, May 17, 2019</td>
<td>Last day to Withdraw from a course with Academic Advisor assistance</td>
</tr>
<tr>
<td>Monday, May 27, 2019</td>
<td>Memorial Day (University Holiday)</td>
</tr>
<tr>
<td>Saturday, June 8, 2019</td>
<td>Classes End</td>
</tr>
<tr>
<td>Monday, June 10, 2019</td>
<td>Term Examinations Begin</td>
</tr>
<tr>
<td>TBD</td>
<td>College/school Graduation Ceremonies and Doctoral Hooding Ceremony</td>
</tr>
<tr>
<td>TBD</td>
<td>University Commencement</td>
</tr>
<tr>
<td>Saturday, June 15, 2019</td>
<td>Term Examinations End</td>
</tr>
<tr>
<td>Monday, June 24, 2019</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Friday, June 28, 2019</td>
<td>Last day to secure a Closed Section Override</td>
</tr>
<tr>
<td>Friday, June 28, 2019</td>
<td>Last day to Add/Drop a course with Academic Advisor assistance</td>
</tr>
<tr>
<td>Friday, June 28, 2019</td>
<td>Last day to resolve Financial Holds</td>
</tr>
<tr>
<td>Sunday, June 30, 2019</td>
<td>Last day to Add/Drop a course via DrexelOne by 11 p.m.</td>
</tr>
<tr>
<td>Thursday July 4, 2019</td>
<td>Independence Day (University Holiday)</td>
</tr>
<tr>
<td>Friday, August 9, 2019</td>
<td>Last day to Withdraw from a course with Academic Advisor assistance</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>Saturday, August 31, 2019</td>
<td>Classes End</td>
</tr>
<tr>
<td>Monday, September 2, 2019</td>
<td>Labor Day (University Holiday)</td>
</tr>
<tr>
<td>Tuesday, September 3, 2019</td>
<td>Term Examinations Begin</td>
</tr>
<tr>
<td>Saturday, September 7, 2019</td>
<td>Term Examinations End</td>
</tr>
</tbody>
</table>
Table of Contents

INTRODUCTION .................................................................................................................. 6

MS PROGRAM STAFF ........................................................................................................ 6

OVERVIEW .......................................................................................................................... 7

ACCELERATED MS PROGRAM REQUIREMENTS ................................................................. 7

1. Curricular Requirements & Planning ......................................................................... 7
   Required Graduate Courses ...................................................................................... 8
   Independent Study Courses ...................................................................................... 8
   Master’s Thesis Courses ......................................................................................... 9
   Elective Courses ...................................................................................................... 9
   Unrestricted Elective Courses .................................................................................. 10
   Restricted Elective Courses .................................................................................... 10
   Biology Elective Courses ....................................................................................... 11
   Procedures for Obtaining Permission for Enrolling in a Restricted Elective or Biology Course ................................................................. 11
   Course Sequence .................................................................................................... 11

2. Research Experience Requirement ......................................................................... 13
   Description .............................................................................................................. 13
   Work with Faculty Mentors ................................................................................... 13
   Research Lab Support ............................................................................................ 13

3. Research Presentation Requirement ..................................................................... 14

4. Thesis Requirement .............................................................................................. 15
   Choices for Thesis Requirement ........................................................................... 15
   Procedure ................................................................................................................ 15
   Thesis Committee .................................................................................................. 16
   Committee Formation ........................................................................................... 16
   Committee Involvement ......................................................................................... 16
     Empirical Thesis (Option a) .............................................................................. 16
     Alternative Thesis (Options b, c) ...................................................................... 17
   Thesis Defense ....................................................................................................... 17
   Research Ethics ..................................................................................................... 18
   Institutional Review Board ..................................................................................... 18
   Curricular Requirements Summary & Accompanying Documentation ................. 19
   Other Requirements & Accompanying Documentation ........................................ 19

GRADUATION ..................................................................................................................... 20
   Applying to Graduate ............................................................................................. 20

BS/MS PROGRAM CHECKLIST ...................................................................................... 21

PROGRAM TIMELINE FOR ENTERING FRESHMAN ....................................................... 23

FORMS ............................................................................................................................. 25
INTRODUCTION

This handbook is designed to serve as an informational resource to help students in the Accelerated Masters in Psychology Program progress through the Master’s Degree Program in a timely manner and address the major issues related to meeting graduation requirements. The handbook is provided to supplement the University Handbook (http://drexel.edu/studentaffairs/community_standards/studentHandbook), which contains many important university policies and procedures with which one should be familiar. Please consult the Department of Psychology website for the most up to date information. Additionally, all of the forms described in this handbook can be accessed and downloaded on the MS Programs section on the Department of Psychology website: http://www.drexel.edu/psychology.

MS PROGRAM STAFF

Both the MS Program Academic Coordinator’s office and the Program Director’s office are on the Main Campus. Students are encouraged to stop by, call, or email when they are in need of assistance. For questions regarding curriculum planning, program status, or problem resolution, please schedule an appointment with the Program Director.

Program Director: Nancy Raitano Lee, Ph.D.
nrl39@drexel.edu

Program Academic Coordinator: Damaris Oquendo
d042@drexel.edu

Department Chair: Brian Daly, Ph.D.
bpd36@drexel.edu

Graduate Administrative Assistants to the Program Director
These graduate assistants assist in all aspects of the MS program including recruitment, prospective candidate interviews, and orientation.

Graduate Assistant of the MS Program: Gabriella Navarro
Gyn25@drexel.edu

Graduate Assistant of the BS/MS Program: Gemmika Champion
Gemmika.champion@gmail.com
OVERVIEW

The Accelerated Master of Science in Psychology (BS/MS) program provides an opportunity for select undergraduate students to complete their undergraduate education and psychology MS curriculum classes in an accelerated fashion. Through this program, potential BS/MS students may be identified when first admitted as entering freshmen psychology majors. Students may also enter as transfers or up until the spring of their junior year.

During the course of their undergraduate study, students will need to seek out and establish a faculty member to serve as their mentor and program advisor, and with whom they wish to continue working during their graduate training and completion of their graduate thesis.

The Accelerated Master of Science in Psychology program allows accelerated entry into graduate level courses during the students’ fourth undergraduate year with planned entry into graduate school upon completion of their B.S. degree at the end of year 4. Because students have received a “head start” by completing a structured curriculum in their senior year, their graduate coursework for the MS degree can be completed in one-year post-BS. The BS/MS curriculum is designed to include a 4-year undergraduate or 4-year undergraduate co-op program. Students in the program cannot be enrolled in a 5-year co-op.

ACCELERATED MS PROGRAM REQUIREMENTS

Summary of MS Degree Requirements

- Curriculum: Total of 45 credits required for MS Graduation (18 of 45 include required courses)
- Research Experience: Completion of minimum of 8 supervised research hours per week (2 years)
- Research Presentation (poster or oral) at a university, local, or national meeting
- Thesis Project (Choice from three written projects)

In addition, students must complete the following to demonstrate knowledge of research ethics.

- Review APA Ethics Code & complete APA Attestation Form
- Take Responsible Conduct of Research Course offered by grad college (non-billable, 1 credit)

These requirements are detailed in the sections that follow.

Special Note: Please consult undergraduate handbook to ensure completion of BS requirements.

1. Curricular Requirements & Planning

The MS Curriculum has been designed to provide an individualized training experience for students interested in pursuing an advanced education in scientific psychology in order to obtain further
educational or career goals related to the field. Although students will complete a basic core curriculum, they will have the opportunity to individually tailor the remainder of their coursework and laboratory experiences, under the guidance of their Faculty Mentor and the Program Director, to explore their interests within the field. However, students are discouraged from deviating significantly from the course sequence outlined below. Each student is expected to devote 8 hours per week to laboratory work under the guidance of his or her mentor. Alternatively, a student and faculty mentor may agree to assign some of this laboratory time to another laboratory with which they have developed collaboration. These 8 hours per week are documented at the end of each term by the faculty mentor and program director. A total of 45 credits is required for graduation.

*Special Notes:

- **ADD/DROP PERIOD:** The add/drop period for classes is during week 1 only. You must settle on all classes by the first Friday of each quarter. You will not be able to make schedule changes after the end of the first week of classes.

- **SECTIONS:** When signing up for classes, there may be multiple sections available. Make sure to sign up for section 002 unless otherwise noted below. If you have any questions regarding course enrollment, contact the Program Academic Coordinator, Damaris Oquendo.

**Required Graduate Courses**
The MS curriculum has six core courses required for all students in the program. These are listed below:

- PSY 510 Research Methods I
- PSY 511 Research Methods II
- PSY 512 Cognitive Psychology
- PSY 610 Data Analysis I
- PSY 624 Behavior Analysis
- PSY 710 Data Analysis II

*Special Notes: (1) Due to departmental needs or faculty sabbaticals, it is possible that the sequence or availability of a course may be changed in a particular term, which may result in a course substitution. In such a case, students will be notified of the change. (2) Data Analysis III has been added at students’ request so it is expected that most students will take this course in the Data Analysis sequence (though it is technically not required).

The remaining credits are completed through independent study, completion of MS thesis research course enrollment, and elective courses. Each of these is described in the subsequent sections.

**Independent Study Courses**
The MS curriculum strongly suggests that students take one 3-credit course of Independent Study but students can choose to take up to three Independent Study courses for a total of 9 credits. These courses will offer the student an opportunity to partially structure the compulsory 8 hours per week of laboratory experience through a concentrated area of study that will provide the basis for the student’s thesis. The Independent Study Forms are completed in consultation with the student’s mentor (and, if taking an independent study with another instructor, in consultation with the faculty member). These are completed at the time of registration for the winter and/or spring terms of the first program year.
The course code for Independent Study is usually PSY 899. However, please note that students must (1) fill out the Independent Study form found on the MS Program website each term an independent study is taken and (2) submit to the Academic Coordinator by Week 1 of each term, at the latest. Students are then registered for this course by the program’s Academic Coordinator and this course number may vary.

*Special Note: Even if your independent study involves working with your mentor on your thesis, you cannot name your independent study, “Master’s Thesis” because this duplicates the name of an existing course which you will take in your 2nd year (3x). Please provide a descriptive title that summarizes the topic of your independent study.

**Master’s Thesis Courses**
At the time the student begins thesis work (usually at the end of the first program year), the following course sequence is provided for all work directed toward completion of the Master’s Thesis. Beginning in the second program year, students working on their theses should register for one of these courses per term in the proper sequence. Please note that MS Thesis courses should not be confused with Independent Study courses (described above), or Research Methods Courses (required in the core curriculum).

PSY 898-002 MS THESIS
PSY 898-002 MS THESIS
PSY 898-NB2 MS THESIS

*Special Note: Both the Fall PSY 898-002 MS THESIS course and the Winter PSY 898-002 MS THESIS courses are billable. However, the Spring PSY 898-NB2 MS THESIS is a non-billable course.

**Elective Courses**
There are a number of electives available to students in the MS program. Electives should be selected in consultation with the student’s mentor/advisor in accordance with their individual curriculum needs and areas of research. A number of electives are available to all MS students; these are listed as “Unrestricted Electives.” Additional elective courses are available only with the approval of their advisor, the instructor, and program director; these courses are listed as “Restricted Electives” and “Biology Course Offerings.” In order to request permission to register for a course listed under “Restricted Electives,” the student must contact the course instructor, the MS director, and the MS academic coordinator via e-mail with a written statement explaining the student’s qualifications to take the course (e.g., any required pre-requisites) and why the course is important to the student’s curriculum. The course instructor ultimately reserves the right to determine whether or not a student will be permitted to take the class as well as how many students from the program will be permitted in the class for a given term. This same procedure applies to requests to enroll in courses outside of the Department of Psychology (e.g., through the Biology department). When considering a course in another department, the student should contact the course instructor first to request permission to take the class. Above all, students are encouraged to pursue their interests and if a student is interested in such a course, he or she should check with the course’s instructor, the student’s mentor, and the MS director.

The Psychology Department has partnered with the Biology department in an effort to offer students in both programs the opportunity for multidisciplinary coursework. This is described in more detail below.
Below are the lists of unrestricted and restricted Psychology and Biology electives that may be available. Please note that some elective courses may not be available in a given year, therefore students should check the availability of courses when planning their curriculum for upcoming terms. It is also important to note that not all courses are offered annually; some may be available every other year, while others may not be available in a given year due to a faculty member leaving the university or participating in a sabbatical. Most importantly, our department may have special courses taught by professors from other departments or universities that will only be available for a single term. Keep in mind these special courses when scheduling your electives.

**Unrestricted Elective Courses**
- PSY 516 Developmental Psychology
- PSY 518 Social Psychology
- PSY 524 Professional Issues and Ethics
- PSY 616 Motivation & Emotion
- PSY 650 Child Psychopathology & Treatment
- PSY 711 Data Analysis III: Advanced Topics (Section 002)
- PSY 712 History & Systems
- PSY 720 Health Psychology
- PSY 822 Pediatric Psychology
- PSY 827 Behavioral Stress Management
- PSY 854 Psychology of Rehabilitation

**Restricted Elective Courses**
Students enrolled in the Ph.D. Psychology Program have until week 10 of the prior term to register for Ph.D. courses. After this period, MS students are able to register for available seats. To register, interested students should follow the steps outlined below the Biology Electives section on p. 8.
- PSY 515 Clinical Case Conceptualization
- PSY 522 Psychological and Intellectual Assessment
- PSY 530 Neuroanatomy and Behavior
- PSY 542 Neuropsychological Assessment
- PSY 550 Multicultural Perspectives
- PSY 620 Personality Assessment
- PSY 630 Biological Basis of Behavior and Treatment
- PSY 642 Neuropsychological Case Analysis and Integration
- PSY 648 Forensic Assessment I
- PSY 722 Theories of Intervention
- PSY 812 Cognitive Neuroscience
- PSY 820 Cognitive Behavioral Therapy
- PSY 822 Pediatric Psychology
- PSY 828 Weight & Eating Disorders
- PSY 865 Multilevel Regression

**Special note:** Classes may be added/removed each term and the list of restricted and unrestricted courses is subject to change every term. For the most current list, please go to [https://duapp2.drexel.edu/webtms_du/app](https://duapp2.drexel.edu/webtms_du/app) and click on the quarter you are interested in.**
Biology Elective Courses
The following are examples of courses offered by the Biology department that may be of interest to Psychology graduate students. Refer to the Term Master schedule for more information about when they are offered. As this is a new initiative, the procedure for enrolling in these courses is still being established. To register, interested students should 1) first seek approval from their mentor with a written rationale about why the course is important to their plan of study and how it relates to their area of interest, then 2) email the course instructor, CCing the student’s mentor with the rationale attached, asking for permission to join the course. 3) If the instructor approves the student’s request, the entire email history with the response should be forwarded to Damaris Oquendo (do42@drexel.edu), who will then seek approval from the program director to register the student.

BIO 548: Neuroscience: From Cells to Circuits
BIO 549: Behavioral Neuroscience
BIO 562: Biology of Neuron Function
BIO 565: Neurobiology of Disease
BIO 661: Neurobiology of Autism Disorders
BIO 663: Molecular Mechanisms of Neurodegeneration
BIO 614: Behavioral Genetics
BIO 644: Human Genetics

Procedures for Obtaining Permission for Enrolling in a Restricted Elective or Biology Course

The order of requesting permission to enroll is as follows.

1. Interested students should seek approval from their mentor before asking the course instructor if they can register for the course.
2. Next, they should email the course instructor, CCing the student’s mentor with the rationale attached, asking for permission to join the course. In this email, it is recommended that MS students include a brief paragraph on why the course is important to them and how it relates to their area of research or clinical and career goals.
3. If faculty approves the student’s request, the student should forward the response to Damaris Oquendo (do42@drexel.edu) for the program director’s final approval. Damaris will need to register students restricted courses and will need to assist with enrolling in Biology courses.
4. It is recognized that MS students need to register by the final few weeks of registration (typically week 8 or 9 of the previous term) in order to plan their schedules and should seek final approval by instructors at this time.

Course Sequence

The following recommended graduate course sequence is provided to aid the Accelerated MS student in curriculum planning. These courses are in addition to any undergraduate courses needed to complete the BS degree by the end of your 4th year at Drexel.
Although substitutions or changes in the sequence can be made (with the approval of the faculty mentor, program director, and relevant course instructor), the following sequence is designed to have core courses provided at the optimal point in the student's educational process, while encouraging individualized course of study. Upon entry into the program, it will be important to meet with the program director in order to decide if this outlined sequence of courses is fine-tuned to your interests and schedule.

**First Year (final undergraduate year) - 18 Credits**

*Please note that these courses should be taken in addition to any courses needed to complete B.S. requirement*

**Fall Term**
- PSY 610- Data Analysis I
- PSY 865- Independent Study

**Winter Term**
- PSY 510- Research Methods I
- PSY 710- Data Analysis II (Section 002)

**Spring Term**
- PSY 511- Research Methods II
- PSY 711- Data Analysis III or other elective course approved by mentor and director

**Second Year- 27 Credits**

**Fall Term**
- PSY 512- Cognitive Psychology
- PSY 898- Master's Thesis (Section 002)
- Elective course approved by mentor and director

**Winter Term**
- PSY 898- Master's Thesis (Section 002)
- PSY 624- Behavior Analysis
- Elective course approved by mentor and director

**Spring Term**
- PSY 898- Master's Thesis (Section NB2)
- Elective course approved by mentor and director
2. Research Experience Requirement

Description
Students must complete and document a minimum of 8 hours of supervised research experience each week in their mentor’s laboratory (or other laboratory approved by the student’s mentor) for the two years in the program. The mentor and the student will discuss what tasks the student will complete during these hours and how these hours will be monitored. At the end of each term, the student must submit a form documenting these hours that is signed by the student’s mentor. See forms section at the end of this document.

Work with Faculty Mentors
It is important for students to familiarize themselves with the roles and responsibilities of each person with whom they will work alongside throughout their tenure in the MS Psychology program. The MS Program Director is administratively responsible for the program and will need to provide final approval (“sign off”) regarding all forms, evaluations, and documentation of completion for all MS requirements. For this reason, the Program Director is listed on official university documents as the “Program Advisor.” Students’ individual Faculty Mentors and Advisors will provide them with guidance concerning their individualized academic curriculum and research training. Mentors will discuss and determine how the 8 hours per week of required research is spent. Some mentors choose to assign 8 structured hours each week while others allow for flexibility, suggesting more hours when specific tasks or duties are needed and fewer hours at other times. Mentors may require students to work in their respective research laboratories or may collaborate with other faculty or psychologists to have students work in other laboratories or research-related duties. The student’s mentor will need to sign a statement at the end of each term that documents the student’s completion of required laboratory time. Additionally, a mentor will discuss and help the student decide what areas to cover in the Independent Study courses. At the end of the year, the student’s mentor will complete an evaluation form that he or she will share with the program director in a required end of year meeting. Students should note that they are responsible for arranging all meetings with their individual mentor/advisor as well as turning in all required forms on time to the program’s Academic Coordinator.

Research Lab Support
The Department of Psychology provides each student-mentor pair with $750 of research lab support for materials or expenses associated with the MS student’s research and/or MS student travel. This support is provided for each year the student is in the program; however, funds not used by the end of the academic year do not carry over to the following academic year. Students must discuss and get approval for how they would like to use the $750 in funds with their mentor to ensure that the use of funds is appropriate.

Research Lab Support Reimbursement Process

- The $750 research lab support is available at any time before June 1 of each academic year. If students do not request the $750 research lab support by the deadline, they forfeit the funds for that academic year.
- Please note that students must pay for research expenses themselves and then request reimbursement within 30 days of when the expense was incurred and prior to June 1 of each academic year.
• The lab support reimbursement form should be submitted to the Program Academic Coordinator no later than June 1. The form must be signed by you, your mentor, and the Program Director before being submitted. Once the lab support reimbursement form is submitted, the Program Academic Coordinator will obtain the approval signature from the Department Chair.
• A copy of the approved form will be returned to the student’s faculty mentor.
• The approved form is attached to a check request and submitted to the department by the Program Academic Coordinator. The reimbursement may take several weeks.
• Allowable laboratory expenses: MS student travel, laboratory supplies (e.g. tests, books, forms, equipment, etc.). It is expected that the MS student will have the opportunity to be involved in laboratory activities in which these supplies will be used.

3. Research Presentation Requirement
Prior to graduation, each MS student will be expected to present his or her research at a university, local, national, or international conference. This will involve talking with your mentor about where your work would be best suited for submittal.

Choices for ways to fulfill this requirement are as follows:

A. Oral presentation at conference
B. Poster presentation at conference
C. Oral presentation in a department or university symposium / research day
4. Thesis Requirement

Students can choose how they will fulfill the program’s thesis requirement. The options are as follows.

**Choices for Thesis Requirement**

<table>
<thead>
<tr>
<th>Choose 1 from the list below:</th>
<th>Accompanying Oral Presentation(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Publication-quality(^1) paper as first author (e.g., systematic review of the literature, empirical paper)</td>
<td>Oral Defense Meeting</td>
</tr>
<tr>
<td>C. Alternative scientific writing project(^2) (e.g., technical report, commentary)</td>
<td>Oral Defense Meeting</td>
</tr>
</tbody>
</table>

**Procedure**

Students will discuss thesis options with their mentor during their first two quarters at Drexel (Fall & Winter). *Students will complete (under their research advisor’s supervision) a PLAN OF STUDY FORM by the end of the Winter quarter of their first year at Drexel.* The mentor/thesis advisor can provide guidance in all areas of developing and writing a thesis and must approve the thesis topic before the student begins significant work on the proposed thesis topic. No matter what plan of study is chosen (i.e., traditional thesis vs. other projects), a committee shall be formed to evaluate the appropriateness of the plan of study. The committee will also evaluate the final written document for the thesis (and will meet for a proposal meeting if a traditional thesis is chosen to fulfill the requirement). The committee will be composed of the student’s mentor and two additional faculty members.

Students are also encouraged to read at least one doctoral dissertation or Master’s thesis recently completed by a student in the Department of Psychology. The student’s mentor/thesis advisor or the

\(^1\) A publication-quality manuscript refers to a written product (e.g., systematic review, empirical paper) that is deemed by the student’s committee to meet the minimum requirements necessary for submission to a peer-reviewed scientific journal. The manuscript does NOT need to be submitted to fulfill the requirement, as ultimately the decision of when and where to submit a manuscript lies with the student’s research advisor and any other co-authors on the manuscript. However, the manuscript should be evaluated by the mentor and the other committee members to determine if it meets the minimum requirements for submission and thus fulfills the written component of the thesis project.

\(^2\) The scope of the alternative scientific writing project will be discussed by the student and the student’s research advisor. Ultimately, approval of the project will come from the student’s advisor and committee members.
Program Academic Coordinator can assist in selecting an exemplary model thesis. Reading and reviewing such dissertations and theses will help the student better understand what is expected in a successful Master’s thesis, regardless of which thesis option is chosen.

If an empirical thesis is chosen, the student must first develop a novel hypothesis based on the available literature. The student must then determine how data will be collected. In some instances, depending on the particular research questions to be addressed, preexisting data sets may be analyzed if collecting new data is impractical or impossible. Similarly, if a publication-quality paper as first author, or an alternative scientific writing project is chosen, the student must first develop a novel idea that will contribute to the existing literature or body of work.

**Thesis Committee**

Each student, along with the assistance of the student’s mentor/thesis advisor, must choose his or her own thesis committee based on faculty members’ research interests. The committee is required to have a minimum of three members; of these three members, two must be faculty from the Department of Psychology (i.e., core or adjunct faculty) and it is recommended (though not required) that one be a credentialed individual faculty from either outside the Department of Psychology or Drexel University. Members from outside Drexel University who have not previously served on thesis committees in the Department of Psychology must submit a copy of his or her curriculum vitae (CV) and be approved by the student’s thesis chair. While the reasoning behind having a committee member from outside the Department of Psychology is to provide additional expertise or perspectives to those provided by the committee members from within the Department, this is not required.

**Committee Formation**

Students should discuss appropriate committee members with their mentor. Once potential committee members have been identified, the student should speak with all proposed committee members to determine if they are interested in participating and, if so, if they agree to take part in the student’s thesis committee. The student’s mentor/thesis advisor usually chairs the committee; thus, it is encouraged that students work closely with their respective mentors in selecting an appropriate thesis committee. It is the student’s responsibility to arrange for any meetings that are required with all committee members. If a traditional empirical thesis is chosen, the student must provide a written draft (i.e., of the proposal or final thesis, depending upon the purpose of the meeting) generally two weeks before, so that they may review the draft and properly prepare for the meeting.

**Committee Involvement**

**Empirical Thesis (Option a)**

In addition to approving and signing off on the student’s plan of study (which will be due at the end of the 2nd quarter of the student’s first year), the student must have two meetings with his or her thesis committee, which are: 1) a proposal meeting, in which the complete thesis proposal is presented and approved by the committee, and 2) a defense meeting, in which the final project is described and reviewed by the committee. While only two committee meetings are required prior to thesis defense, most students meet frequently with their mentors and committee members for insight and guidance throughout the process of composing their respective theses. The thesis proposal and defense approval must be documented using the corresponding forms. The committee members and Program Director must sign both forms, which can be found in this handbook’s appendices. A proposed thesis timeline is also provided at the end of this handbook to provide benchmarks toward the successful completion of
the student’s thesis.

In the thesis proposal meeting, the student’s committee evaluates whether the proposed topic is appropriate for a thesis and whether the proposed methods for addressing that topic are suitable. The thesis proposal defense is a formal meeting in which the student presents his or her proposal and receives constructive feedback from the committee, followed by a vote by the committee on whether or not to approve the proposal. If the proposal does not gain approval, the student should adjust in accordance with the committee’s feedback. Once the student has obtained committee approval and submitted the completed Master’s Thesis Proposal Approval form to the Program Academic Coordinator, work on the thesis may proceed. An additional form is required to be submitted following the committee’s thesis defense meeting (see the handbook section on Thesis Defense). All thesis meetings are open. The proposal meeting and final defense meeting should be announced at least two weeks (and minimum of 1 week) before so that other students and faculty may attend.

Alternative Thesis (Options b, c)

In addition to approving and signing off on the student’s plan of study (which will be due at the end of the 2nd quarter of the student’s first year), the student’s committee will also evaluate the final written thesis product (publication quality paper – option b; technical report – option c) and convene a meeting with the student. Following the defense meeting, the student must have his/her committee sign the Thesis Defense Form.

Upon scheduling your proposal or defense with your committee:

1. Email the Graduate Student Representative (Mary Godfrey: maryelizabethgodfrey@gmail.com) with an announcement to post to the email listserv. Please use the following format as a guide:

   [Your name] is [proposing/defending] [his/her] [thesis] at [time] in [location]. The title of [his/her] [thesis] is, “Title.”
   All are welcome to attend. Best of luck [Your name]!!

2. Email Brittany Thomas at blt55@drexel.edu, to schedule the room number and to obtain the announcement flyer/form. Email the completed form back to Damaris Oquendo so that she may place this flyer in the dedicated space on the bulletin board across from the main Department of Psychology Office. In the event that you will need to place the flyer on the bulletin board yourself, please look for the sign that says, “Thesis and Dissertation Announcements.”

Thesis Defense

No matter what thesis option the student selects, s/he must successfully defend his or her thesis in order to be eligible to graduate. The thesis defense is a meeting in which the student presents his or her thesis project. Each student is required to contact all members of his or her thesis committee to determine a date and time that everyone will be available for the defense. It is recommended that this date is set at least four to six weeks in advance. The student must also schedule a conference room for the defense through the Program Academic Coordinator. It is the responsibility of the student to confirm this location and then notify all committee members of the time and place for the defense.
In the thesis meeting, the student will present his or her thesis, followed by a question-and-answer session posed by the thesis committee. The committee will then vote on the overall work of the thesis, evaluating every aspect, then determine whether or not the student passed the defense. To be recommended for conferment of the Master of Science in Psychology, the student must receive approval of all three voting members of the committee. Should the committee require revisions, the student should allow at least two weeks to make revisions following the defense. When revisions are complete, the committee will need to approve by signing the Thesis Defense Approval Form as well as the Completion Form.

For a guide to thesis submission, please consult the Hagerty Library website: [http://library.drexel.edu/thesis](http://library.drexel.edu/thesis)

**Research Ethics**

*APA Ethics Review & Attestation*

All students in the Department of Psychology must fully conform to the American Psychological Association (APA) Ethical Principles and Code of Conduct concerning research and publication. Additionally, students must comply with all university policies concerning the conduct of research and scientific integrity. All university policies with regard to falsification of data, fraudulent claims, and plagiarism will be strictly enforced.

Before performing research, all students must read the most recent APA Ethics Code and complete the APA Ethics Attestation Form (both are available on the MS Psychology website under “Forms”). The APA Ethics Attestation Form must be signed by the student, their mentor, and the program director. In addition, all students need to complete CITI Training ([https://www.citiprogram.org/](https://www.citiprogram.org/)). Students should discuss which CITI courses they are required to take with their mentor.

**Institutional Review Board**

The following applies to students who select an empirical thesis only.

If planning to complete an empirical thesis using human participants (including studies utilizing existing data sets related to human participants), the student must obtain approval from the Drexel University Institutional Review Board (IRB), which is charged with the duty of ensuring that human rights are protected in any research project. There is a specific protocol for submitting a research proposal to the IRB separate from the proposal to the student’s thesis committee. Once IRB approved, there are specific instructions and requirements to follow regarding all research records. The process for IRB approval typically takes several months to complete and requires the submittal of many details and information concerning the proposed research, including all the requisite IRB paperwork and forms. In addition, it is required to complete specific computer-assisted trained protocols (i.e., Human Subjects and HIPAA/Medical Research) on the Drexel Research website. If conducting an empirical study at a site other than Drexel University, the student will need to obtain approval from the Drexel University IRB as well as the remote site’s IRB. In order to submit an IRB, the student must have access to COEUS LITE. This requires training. Discuss procedures for obtaining this training with your mentor.
Curricular Requirements Summary & Accompanying Documentation

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion of 45 credits (including required &amp; elective coursework)</td>
<td>(Documentation provided via University Transcript)</td>
</tr>
<tr>
<td>Quarterly Research Experience (6x)</td>
<td>Research Requirement Form (1 ea. quarter for 6 terms)</td>
</tr>
<tr>
<td>Research Presentation (1x)</td>
<td>Documentation of Research Presentation Form</td>
</tr>
<tr>
<td>Thesis Project (choose 1 of the following)</td>
<td></td>
</tr>
<tr>
<td>Publication Quality 1\textsuperscript{st} Author Paper</td>
<td>These Defense Approval Form, Office of Graduate Studies Thesis Approval Form (to library)</td>
</tr>
<tr>
<td>Alternative Scientific Writing Project</td>
<td>These Defense Approval Form, Office of Graduate Studies Thesis Approval Form (to library)</td>
</tr>
</tbody>
</table>

Other Requirements & Accompanying Documentation

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review APA code of ethics</td>
<td>APA Ethic Attestation Form</td>
</tr>
<tr>
<td>Complete Plan of Study with Mentor</td>
<td>Plan of Study Form</td>
</tr>
<tr>
<td>Apply for Graduation</td>
<td>Graduate Program Completion Form (to grad school)</td>
</tr>
</tbody>
</table>
GRADUATION

Students can graduate in June (spring term graduation) and also may officially graduate at the end of the summer, fall, or winter term. However, the only graduation ceremony is held in June. In order to participate in the June ceremony, all graduation requirements, including filing an Application for Degree, must be met by the deadline for June graduation listed on the academic calendar. If this deadline is not met, students can graduate at the end of one of the other terms, provided the respective term’s deadlines are met.

The specific deadline dates relating to graduation vary slightly each year and are listed on the University Academic Calendar. Students are responsible for obtaining this information and making sure the appropriate deadlines are met.

Applying to Graduate
Please see the following website for information about graduation procedures and deadlines: http://drexel.edu/graduatecollege/news-events/graduation/

As a BS/MS student you will have to apply for graduation both in your 4th (for BS) and 5th (for MS) year.

In order to apply for graduation, log in to Drexel One and under Student Records, click “More Banner Web Student Records”. Then, scroll down and click “Apply for Your Degree”. If you are unsure of when you will be ready to graduate, you should still apply. Applications are done quarterly.

If you discover that you are not ready to graduate but have already applied, go to the Ask Drexel website with your name and university ID, and request that your application is deleted. There can only be one graduation application in the system, so if your application is not deleted, you will not be able to reapply.

Please note: Your name in Banner and the name on your diploma need to match. If you are unsure as to what name is in the system for you, please check your name the next time you register for classes. If the name that you would like on your diploma is different than your system name, you must fill out a name of change form (available on http://www.drexel.edu/src/academics/forms) and send a fax to the Registrar’s office with copies of three documents: Change of Name Form, Social Security Card, and Driver’s License. The Registrar’s Office fax number is 215-895-0540.
BS/MS PROGRAM CHECKLIST

*Note: Forms are explained in the next section.

Year 1

Summer before Year 1
- Complete Accelerated Degree Program Admission Form

September
- CITI Training
- Review class schedule on Drexel One
- Waive or Enroll in Student Health Insurance

October
- Submit APA Ethics Attestation Form to Program Academic Coordinator (Damaris Oquendo)
- Request access to COEUS lite (recommended)

December
- Submit end of term documents to Program Academic Coordinator
  - MS Research Requirements
- Register for Winter Classes
- Submit Independent Study form for the Winter term

March
- Submit end of term documents to Program Academic Coordinator
  - MS Research Requirements
- Register for Spring Courses
- Submit Independent Study form for the Spring term
- Submit Plan of Study Form

May
- Turn in lab support reimbursement form and receipts to receive reimbursement for laboratory and training-related expenses incurred. *(Remember: Students must discuss and receive approval for the manner in which funds will be spent prior to spending them in order to ensure reimbursement. In addition, forms and receipts must be submitted within 30 days of when the expense was incurred. Thus, while all forms should be turned in by the month of May with a June 1 absolute deadline, you should not wait to submit forms more than 30 days after expense is made).*
- Submit end of term documents to Program Academic Coordinator
  - MS Research Requirements
- Apply for BS Graduation
June (Early in month)

- Submit Accelerated Degree Conversion form

Year 2

August

- Register for Classes
- Waive or Enroll in Student Health Insurance

September

- **Annual Review** (September 1)

December

- Submit end of term documents to Program Academic Coordinator
  - MS Research Requirements
- Register for Winter Classes

March

- Submit end of term documents to Program Academic Coordinator
  - MS Research Requirements
- Register for Spring Classes

May

- Defend Thesis
  - Master’s Thesis Defense Form
- Turn in lab support reimbursement form and receipts to receive reimbursement for laboratory and training-related expenses incurred. *(Remember: Students must discuss and receive approval for the manner in which funds will be spent prior to spending them in order to ensure reimbursement. In addition, forms and receipts must be submitted within 30 days of when the expense was incurred. Thus, while all forms should be turned in by the month of May with a June 1 absolute deadline, you should not wait to submit forms more than 30 days after expense is made).*
- Fill out end of term forms
  - MS Research Requirement Completion Form
  - Documentation of Research Presentation
- Apply for Graduation (see graduate college website for details about deadlines, etc.)
PROGRAM TIMELINE FOR ENTERING FRESHMAN

1st and 2nd Year at Drexel

During this time, students currently enrolled and interested in the program should:

- Maintain a cumulative GPA of at least 3.5 with no grade lower than a "C"
- Confirm enrollment in a 4-year co-op or a 4-year non-co-op program
- Contact the Accelerated Degree Program Adviser Devon Thomas, dmt356@drexel.edu, to indicate your interest in the program
- Begin working in a research lab and/or seek out a faculty mentor to work with for the program, review the list of faculty member research interests.

3rd Year at Drexel

Before beginning the application process in the fall term:

- Complete the pre-application checklist and meet with undergraduate adviser Devon Thomas, dmt356@drexel.edu
- Contact the graduate assistant to the BS/MS program at drexelms@drexel.edu to express your interest in the program

During this time, students currently enrolled and interested in the program should:

- Maintain a cumulative GPA of at least 3.5 with no grade lower than a "C"
- Confirm enrollment in a 4-year co-op or a 4-year non-co-op program (Again, some exceptions may apply. Please contact Devon Thomas, dmt356@drexel.edu, to discuss)
- Take GREs in the fall or early in the winter term to ensure admittance into the program
- Confirm faculty mentor
- Complete the Accelerated Degree form found on Drexel's Graduate College website
- In the winter term, candidates should complete a formal application (including CV, letters of recommendation, and personal statement)
- Once you have confirmed eligibility for the program with Devon Thomas and have completed the pre-application checklist, an application will be shared with you

If admitted into the program, follow this timeline:

4th Year at Drexel

- Contact the Graduate Administrative Coordinator Damaris Oquendo, do42@drexel.edu, and the Accelerated Degree Program Adviser Devon Thomas, dmt356@drexel.edu, to schedule your graduate courses before each term
- Complete all undergraduate psychology major requirements by the end of spring term
• Begin researching your thesis topic
• Continue research with faculty mentor

**Graduate (5th) Year at Drexel**

• Register for courses according to the suggested course sequence
• Continue research with faculty mentor
• Complete and defend thesis in time for June graduation
For the students’ convenience, the various forms required for successful completion of the program have been listed below. The following forms are available for download on Drexel’s BS/MS Psychology website ([http://drexel.edu/coas/academics/accelerated-degrees/bs-ms-psychology/](http://drexel.edu/coas/academics/accelerated-degrees/bs-ms-psychology/)).

<table>
<thead>
<tr>
<th>Form</th>
<th>Explanation</th>
<th>Due (Tentative):</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCELERATED DEGREE PROGRAM ADMISSION FORM</td>
<td>This enrolls you in the accelerated BS/MS program.</td>
<td>Summer before 1st year</td>
</tr>
<tr>
<td>ACCELERATED DEGREE LEVEL CONVERSION FORM</td>
<td>This converts you from undergrad to grad status</td>
<td>Summer after your 1st year</td>
</tr>
<tr>
<td>ATTESTATION OF ETHICS FORM:</td>
<td>Review APA Ethics Code &amp; complete attestation. For more information, see the “Research Ethics” section of the handbook.</td>
<td>Week 1 of fall quarter 1st year.</td>
</tr>
<tr>
<td>FORM FOR RESEARCH REQUIREMENT</td>
<td>Documentation of completion of laboratory hours, due at the end of each term. Each student must have 6 completed forms in his or her file in order to graduate.</td>
<td>End of every academic quarter.</td>
</tr>
<tr>
<td>INDEPENDENT STUDY FORMS</td>
<td>Prior to registering for an independent study, student must complete this form, which requires designating a course title (of no more than 30 characters), course description, and signatures of both the student’s mentor and Program Director. [Please note that you cannot name your independent study, “Master’s Thesis” because this duplicates the name of an existing course which you will take in your 2nd year (3x).]</td>
<td>Week 1 of term of independent study</td>
</tr>
<tr>
<td>PLAN OF STUDY FORM</td>
<td>Due at the end of 1st winter quarter. Students will discuss thesis options with their mentor during their first two quarters at Drexel - Fall &amp; Winter.</td>
<td>End of Winter Quarter</td>
</tr>
<tr>
<td>THESIS PROPOSAL APPROVAL</td>
<td>Due following the approval of the student’s proposed thesis. This form is signed by all three members of the student’s thesis committee and the Program Director</td>
<td>Due after thesis proposal (take to proposal and have committee sign)</td>
</tr>
<tr>
<td>THESIS DEFENSE APPROVAL (internal to Damaris)</td>
<td>Due following the successful completion of the student’s thesis defense. This form is signed by all three members of the student’s thesis committee and the Program Director.</td>
<td>Due after thesis defense (take to defense and have committee sign)</td>
</tr>
<tr>
<td>OFFICE OF GRADUATE STUDIES THESIS APPROVAL FORM (goes to library)</td>
<td>Due following the successful completion of the student’s thesis defense. This form is signed by all three members of the student’s thesis committee and the</td>
<td>Due after thesis defense</td>
</tr>
<tr>
<td>Program Director.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td><strong>ANNUAL REVIEW: Due after year one</strong></td>
<td>A form completed by the student and mentor that reviews and evaluates student’s progress and accomplishments during the prior year.</td>
<td>September 1 going into your 2nd year in program</td>
</tr>
<tr>
<td><strong>DOCUMENTATION OF RESEARCH PRESENTATION</strong></td>
<td>Due prior to graduation. This form provides documentation of a “first-author” presentation of the student’s research at any local, national, international, or university conference.</td>
<td>Post conference presentation</td>
</tr>
<tr>
<td><strong>GRADUATE PROGRAM COMPLETION FORM</strong></td>
<td>Due prior to graduation. This form provides documentation of program completion and clearance for graduation.</td>
<td>Before graduation</td>
</tr>
<tr>
<td><strong>LAB SUPPORT REIMBURSEMENT FORM</strong></td>
<td>For more information, see the “Research Lab Support” section of the handbook. This must be submitted with receipts within 30 days of when expense was made or you will not be reimbursed. Ultimately, all expenses must be submitted by June 1 or you will not be able to use the funds for that academic year.</td>
<td>Before June 1</td>
</tr>
</tbody>
</table>
ACCELERATED DEGREE PROGRAM APPLICATION

Instructions: A student must apply to be officially confirmed as an Accelerated Degree Program student through the Graduate College when they have attained 90 earned credit hours and have no more than 120 registered credit hours. All applicants must have a minimum 3.00 cumulative GPA* and must maintain this minimum GPA throughout the program (*some departmental standards may be higher and students are required to follow the guidelines as set forth by their respective programs). Once a student begins taking graduate courses, cumulative GPA standards for undergraduate (2.00) and graduate (3.00) degrees must be maintained. It is the student’s responsibility to secure all the necessary signatures within 30 days of initiation of the application process. The completed process date on the form is the date on which the application is approved by the Graduate College.

Name of Student: ___________________________ Student ID: ________________________

Degree Program Currently Enrolled in: ____________________________________________

Anticipated Graduate Degree Program: __________________________________________

Credit Hours Earned: ________ Cumulative Grade Point Average: ________

Anticipated Undergraduate Graduation Date: _______ Anticipated Graduate Graduation Date: _______

NOTE: A Detailed Plan of Study and Co-op Cycle Change Form including scheduled coops must accompany this form. **No co-op adjustment is allowed after this form is completed and processed.** Please obtain the following signatures in the order they appear:

**Authorizations/Signatures**

Undergraduate Advisor: ___________________________ Date: ________________________

Graduate Advisor: ___________________________ Date: ________________________

Co-op Advisor: ___________________________ Date: ________________________

International Student and Scholar Services: ___________________________ Date: ________________________

(International Students Only)

Check below if there are changes to billing/funding

Drexel Central: ___________________________ Date: ___________________________  Yes  No

Student: ___________________________ Date: ___________________________

Acknowledges that he/she has read and understands the policy and implications for enrolling in the above accelerated degree program per the academic policy as listed on the University Provost’s website. In order for the change to be applicable to the selected term, the form must be submitted to the Graduate College no later than the end of the second week of the selected term.

Graduate College: ___________________________ Date: ___________________________
ACCELERATED DEGREE LEVEL CONVERSION/REVERSION FORM

Instructions: The purpose of this form is for (1) conversion in status from undergraduate level to graduate level at the time stipulated in the program or in the case of students who are enrolled in the Accelerated Degree Program and are unable to complete the program for (2) reversion in status back to the appropriate undergraduate program.

Name: ____________________________________________________________
(First) (Middle Initial) (Last)

University ID Number: ____________________________ Drexel Email: ____________________________

Change of Status

Effective Term: [ ] Fall [ ] Winter [ ] Spring [ ] Summer

Academic Year (e.g. 2014-2015): ______________________

Current Degree Level/Program: ____________________________ Requested Degree Level/Program: ____________________________

Student Signature: ____________________________________________ Date: ______________________

Authorizations/Signatures: Conversion Only

Undergraduate Advisor: ____________________________ Date: ______________

Graduate Advisor: ____________________________ Date: ______________

Dean’s Signature (College of Engineering): ____________________________ Date: ______________

International Student and Scholar Services (International Students): ____________________________ Date: ______________

Office of Graduate Studies: ____________________________ Date: ______________

[ ] By checking, you have given us permission to process this form and you are aware of any billing changes and financial implications. For students who are withdrawing from the Accelerate Degree Program and reverting to undergraduate level status, you are required to develop a new plan of study with your undergraduate advisor and obtain the required signatures by exploring the changes with the following offices:

Authorizations/Signatures: Reversion/Withdrawal Only

Undergraduate Advisor: ____________________________ Date: ______________

Graduate Advisor: ____________________________ Date: ______________

Dean’s Signature (College of Engineering): ____________________________ Date: ______________

Co-op Advisor: ____________________________ Date: ______________

International Student and Scholar Services (International Students): ____________________________ Date: ______________

Drexel Central: ____________________________ Date: ______________

Office of Graduate Studies: ____________________________ Date: ______________
APA Ethics Attestation

I have read and understand the Ethical Principles for Psychologists Code of Conduct (American Psychological Association, 2010). I have discussed with my faculty mentor or the MS Program Director any questions or needed clarifications concerning these principles. I agree to fully adhere to the codes of conduct outlined in this document.

_____________________________________________________________
Student Signature & Date

_____________________________________________________________
Faculty Mentor Signature & Date

_____________________________________________________________
MS Program Director Signature & Date
MS RESEARCH REQUIREMENT

NAME ___________________  STUDENT ID

Please print the academic year next to the term that the student has completed the research requirement.
FALL TERM _______ WINTER TERM _________ SPRING TERM _________

This form certifies that the above name has successfully completed a minimum of 8 hours per week of research for his/her advisor.

ADVISOR:

In signing this form, I have agreed that the above name has completed a minimum of 8 hours per week of research in my lab.

Signature________________________________________  Date____________________

Student Signature: ____________________________  Date____________________

PROGRAM DIRECTOR_____________________________________

ORIGINAL FORM: PROGRAM – Student’s File

MS. RESEARCH. FRM
INDEPENDENT STUDY IN PSYCHOLOGY

PURPOSE: To provide the opportunity for a graduate student to engage in the study of a particular area of clinical psychology that is not covered in-depth by an existing course. Typically, this independent study would focus on a narrower topic (e.g., mood disorder, advanced educational psychology, psychology of sleep etc.) than a given course (e.g., abnormal psychology). Moreover, the nature of the study would be more in-depth that can be accomplished in a traditional course.

PROCESS: The interested student needs to: (a) have a faculty sponsor willing to mentor such a course; (b) develop, along with the faculty member, a plan of study for this course; and (c) develop, along with the faculty sponsor, a formal means of evaluating the student’s work for this course (e.g., formal test, research proposal).

Please note that the title of the independent study needs to be 30 characters or less including spaces

*** In order to be registered for such a course, THIS FORM HAS TO BE COMPLETED BY THE END OF WEEK 2 OF THE ADD/DROP PERIOD FOR EACH TERM***

Name of Student ______________________ ID#___________________

Student Email Address ______________________

Name of faculty sponsor ____________________________

Title of Course ____________________________________

Number of Credit (s) ______ Term: _________ Academic Year: _______

Brief Description of Proposed Course of Study

____________________________________________________

Plan of Student Evaluation

____________________________________________________

____________________________________________________

***Approvals***

Student’s Signature __________________________________ Date _________

Faculty Sponsor’s Signature __________________________ Date _________

Program Director’s Signature ________________________ Date _________

Psy ______ Section _____ CRN ___________
Drexel MS in Psychology Thesis Requirement Plan of Study Form

Student’s Name: ________________________________

Program Entry Year: ________________ Date: ________________

Please complete the following steps and document them here to establish your plan for thesis completion.

Step 1: **With your mentor, choose 1 project from the list below and check the corresponding box.**

<table>
<thead>
<tr>
<th>Choice #</th>
<th>Written Project</th>
<th>Accompanying Oral Presentation(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Choice 2</td>
<td>Publication-quality paper(^1) as first author (e.g., systematic review of the literature, empirical paper)</td>
<td>Oral Defense Meeting</td>
</tr>
<tr>
<td>□ Choice 3</td>
<td>Alternative scientific writing project(^2) (e.g., technical report, commentary)</td>
<td>Oral Defense Meeting</td>
</tr>
</tbody>
</table>

Step 2: **Provide thesis project title.** (Note: This can change. Title just needs to be descriptive at this time.)

---

Step 3: **Provide project abstract as an attachment and share this with your committee.** (Note: This should be ~1/2 to 1 single spaced page in length and describe the project with sufficient detail to be evaluated by your committee)

Step 4: **Obtain approval for the plan of study from committee members.** (Note: This can be completed in person or via email).

Step 5: **Once approval is obtained, sign this form and get the required signatures below.**

Step 6: **Attach abstract to this signed document and submit to Damaris Oquendo by the end of Winter term, Year 1.**

---

1 A publication-quality manuscript refers to a written product (e.g., systematic review, empirical paper) that is deemed by the student’s committee to meet the minimum requirements necessary for submission to a peer-reviewed scientific journal. The manuscript does NOT need to be submitted to fulfill the requirement, as ultimately the decision of when and where to submit a manuscript lies with the student’s research advisor and any other co-authors on the manuscript. However, the manuscript should be evaluated by the mentor and the other committee members to determine if it meets the minimum requirements for submission and thus fulfills the written component of the thesis project.

2 The scope of the alternative scientific writing project will be discussed by the student and the student’s research advisor. Ultimately, approval of the project will come from the student’s advisor and committee members.
COLLEGE OF ARTS & SCIENCES

THESIS PROPOSAL APPROVAL

This is to certify that _________________________________ has successfully presented to his/her committee, a thesis proposal that is acceptable in scholarship and scientific merit to warrant implement as a Master’s thesis. This ______ day of ______________, 20______.

COMMITTEE MEMBERS’ NAMES
(Please Type or Print)

COMMITTEE MEMBERS’ SIGNATURES

_______________________________________

__________________________________________

_______________________________________

__________________________________________

_______________________________________

_______________________________________

PROGRAM DIRECTOR ____________________________

ORIGINAL FORM: PROGRAM - Student’s File
DEPARTMENT OF PSYCHOLOGY

MASTER’S THESIS DEFENSE FORM

This is to certify that ______________________________ successfully defended his/her Master’s thesis, on this __________ day of ________________, 20____.

<table>
<thead>
<tr>
<th>COMMITTEE MEMBERS’ NAMES</th>
<th>COMMITTEE MEMBERS’ SIGNATURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>________________________</td>
<td>____________________________</td>
</tr>
<tr>
<td>________________________</td>
<td>____________________________</td>
</tr>
<tr>
<td>________________________</td>
<td>____________________________</td>
</tr>
<tr>
<td>________________________</td>
<td>____________________________</td>
</tr>
<tr>
<td>________________________</td>
<td>____________________________</td>
</tr>
<tr>
<td>________________________</td>
<td>____________________________</td>
</tr>
</tbody>
</table>

PROGRAM DIRECTOR ______________________________________

ORIGINAL FORM: PROGRAM - Student’s File
DISSERTATION/THESIS APPROVAL FORM

This form is for use by all doctoral and master’s students with a dissertation/thesis requirement. Please print clearly as the library will bind a copy of this form with each copy of the dissertation/thesis. All doctoral dissertations must conform to university format requirements, which is the responsibility of the student and supervising professor. Students should obtain a copy of the Thesis Manual located on the Graduate College or library website.

Dissertation/Thesis Title: ______________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Author: ___________________________________________________________________
__________________________________________________________________________

This dissertation/thesis is hereby accepted and approved.

Signatures:

Exminating Committee

Chair ________________________________________________________________

Members ______________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

Academic Advisor ______________________________________________________

Department Head ______________________________________________________
<table>
<thead>
<tr>
<th>Name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisor(s):</td>
<td></td>
</tr>
<tr>
<td>Program Year:</td>
<td>Expected Graduation Date:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Topic&gt;Title:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Committee Members:</th>
<th>Chair:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(min 3; 1 external)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Internal (dept) Members:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>External Members:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date of Proposal:</th>
<th>Date of Defense:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(or projected date)</td>
<td>(or projected date)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Status (if not completed):</th>
</tr>
</thead>
</table>

**Coursework**

<table>
<thead>
<tr>
<th>Credits completed:</th>
<th>to be completed:</th>
<th>GPA:</th>
</tr>
</thead>
</table>

**Mentor Comments:**

**Mentor Ratings**

- [ ] Exemplary, you have exceeded expectations
- [ ] Satisfactory, you have met expectations
- [ ] Unsatisfactory, you are below expectations

**Laboratory Responsibilities**

**Description of lab responsibilities and accomplishments:**

**Mentor Comments:**

**Mentor Ratings**

- [ ] Exemplary, you have exceeded expectations
- [ ] Satisfactory, you have met expectations
- [ ] Unsatisfactory, you are below expectations
**Independent Research**

Description of independent research:
Presentations/publications:

Mentor Comments:

Mentor Ratings

☐ Exemplary, you have exceeded expectations
☐ Satisfactory, you have met expectations
☐ Unsatisfactory, you are below expectations

**Professional Development**

Professional involvements (eg professional memberships, conferences attended):

Mentor Comments:

Mentor Ratings

☐ Exemplary, you have exceeded expectations
☐ Satisfactory, you have met expectations
☐ Unsatisfactory, you are below expectations

**Professional Behavior** (maturity, responsibility, ethical behavior, interactions with peers/faculty)

Mentor Comments:

Mentor Ratings

☐ Exemplary, you have exceeded expectations
☐ Satisfactory, you have met expectations
☐ Unsatisfactory, you are below expectations

**Goals for Next Academic Year**

Coursework:
Research:
Teaching/TAing:
Professional Development:
Other:
<table>
<thead>
<tr>
<th>Signatures (type name if completing electronically)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student:</td>
<td></td>
</tr>
<tr>
<td>Primary Mentor:</td>
<td></td>
</tr>
<tr>
<td>Secondary Mentor: if applicable</td>
<td></td>
</tr>
<tr>
<td>MS Program Director:</td>
<td></td>
</tr>
</tbody>
</table>
Master’s Program in Psychology
Documentation of Research Presentation

Please provide the information below to document the first-author presentation of your research.

Title of Presentation:

Author(s):

Organization or Institution:
(For example, Drexel University Research Day, National Association for Dual Diagnosis, American Psychological Association)

Type of Presentation
(For example, poster, paper, paper on symposia, etc.)

Location:
(City, state, country)

Presentation Date:

______________________________
Student Signature & Date:

______________________________
Faculty Mentor Signature & Date:

______________________________
MS Program Director Signature & Date:
GRADUATE PROGRAM COMPLETION FORM

PhD/Doctoral Candidates: Please complete and submit this form and appropriate surveys to the Graduate College. The deadline is typically the last day of the first week of classes in the term after you plan to graduate. Please check with the Graduate College for the exact term deadline.

Masters Students: Please obtain the required signatures and submit this form. Please note: both Masters and PhD/Doctoral Students are required to submit an electronic thesis/dissertation via ProQuest. Please type or print clearly.

Name to Appear on Diploma: ____________________________________________  First  Middle  Last

Student ID #: ___________________________ Major: __________________________

Degree:  □ Masters  □ Doctoral  □ PhD  Specific Degree (e.g. MA, EdD): _______

Exact Dissertation/Thesis Title: ____________________________________________

Graduation Term & Year: ________________________________________________
F/W/Sp/Su  Year

Student Signature: ______________________________________________________

Please print the name of your Supervising Professor: __________________________

Reminder: Please be sure your mailing address is correct and/or updated in your DrexelOne portal for purpose of mailing post-graduation materials, including your diploma. Please use a non-Drexel email address below for future communications.

Email Address: _________________________________________________________

Certifications and Approvals:

Supervising Professor: ___________________________________________________ Date: __________________

Department Graduate Advisor: ____________________________________________ Date: __________________

Is an embargo required?  □ No  □ Yes  If yes, please select  □ six months  □ one year  □ two years
(An embargo is a delayed online release)

Department Graduate Advisor Embargo Approval: _________________________ Date: __________________

Drexel Library: _________________________________________________________ Date: __________________

Following submission of thesis/dissertation and approval by Library

PhD/Doctoral Candidates Only: Please complete the appropriate surveys available on the Graduate College website.

_____ Drexel PhD/Doctoral Exit Survey  _____ Survey of Earned Doctorates (SED)

After acquiring all signatures above, please submit form to the Graduate College for final graduation clearance and signature.

Graduate College: ______________________________________________________ Date: __________________

Graduate College  3141 Chestnut Street  Main 301  Philadelphia, PA 19104
Tel: 215.895.0366  Fax: 215.895.0495 Email: graduatecollege@drexel.edu Web: www.drexel.edu/graduatecollege

(Last Updated 4/10/2017)
Graduate Student Reimbursement Form

Faculty Mentor __________________________  Academic Year ______

Graduate Student Print Name __________________________________________ Date ________________

Amount of Purchase Request: ________________ (not to exceed $750)

Purpose:  
   _____ Student Travel  
   _____ Research  
   _____ Internship travel

Briefly Describe:

Signatures:

Student: _________________________________________  Mentor: __________________________________

Approvals signatures:

Graduate Program Director ________________________________

Department Head ________________________________

(Attach approved form to purchase request or check request and submit to Graduate Program Coordinator, Damaris Oquendo)