GUIDE TO THE REQUIREMENTS FOR THE DOCTOR OF PHILOSOPHY DEGREE CONCENTRATION IN APPLIED PSYCHOLOGICAL SCIENCES

Department of Psychology
Old Dominion University
Norfolk, Virginia 23529

Fall 2015

NOTICE TO STUDENTS:
Students are responsible to know and follow all requirements in the University Catalog. This Guide summarizes those overall guidelines and gives details about departmental procedures. Any questions should be raised with Academic Mentors or the Ph.D. Programs Director.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>Committees Providing Student Guidance</td>
<td>4</td>
</tr>
<tr>
<td>Requirements</td>
<td>6</td>
</tr>
<tr>
<td>Leave of Absence</td>
<td>6</td>
</tr>
<tr>
<td>Master's Thesis Completion</td>
<td>7</td>
</tr>
<tr>
<td>Plan of Study</td>
<td>7</td>
</tr>
<tr>
<td>Residence Requirement</td>
<td>9</td>
</tr>
<tr>
<td>Research Skills</td>
<td>9</td>
</tr>
<tr>
<td>Graduate Student Teaching</td>
<td>9</td>
</tr>
<tr>
<td>Research Experience</td>
<td>10</td>
</tr>
<tr>
<td>Ph.D. Candidacy Examination</td>
<td>10</td>
</tr>
<tr>
<td>Admission to Candidacy</td>
<td>14</td>
</tr>
<tr>
<td>Dissertation Preparation</td>
<td>14</td>
</tr>
<tr>
<td>Dissertation Load Registration</td>
<td>15</td>
</tr>
<tr>
<td>Oral Dissertation Defense</td>
<td>15</td>
</tr>
<tr>
<td>Dissertation Processing</td>
<td>16</td>
</tr>
<tr>
<td>Program Documentation Requirements</td>
<td>16</td>
</tr>
<tr>
<td>Graduation Procedures</td>
<td>16</td>
</tr>
<tr>
<td>Additional and General Considerations Crossing Over All Program Years</td>
<td>17</td>
</tr>
<tr>
<td>Appendix A – Overview of Course Requirements</td>
<td>18</td>
</tr>
<tr>
<td>Appendix B – Sample Program of Study</td>
<td>19</td>
</tr>
<tr>
<td>Appendix C -- AP Sciences Ph.D. Program: Form #1 (Department Only)</td>
<td>23</td>
</tr>
<tr>
<td>Appendix D -- AP Sciences Ph.D. Program: Form #2 (Department Only)</td>
<td>24</td>
</tr>
</tbody>
</table>
GUIDE TO THE REQUIREMENTS FOR THE DOCTOR OF PHILOSOPHY DEGREE
CONCENTRATION IN APPLIED PSYCHOLOGICAL SCIENCES

Introduction

The Doctor of Philosophy (Ph.D.) is the highest degree offered by Old Dominion University. Programs leading to the Ph.D. degree are designed to help superior students become creative leaders in their chosen fields. The Ph.D. degree is awarded upon mastery of relevant subject areas, development of appropriate research skills, and a concentration of knowledge in the field of study.

It is important to recognize that, unlike achievement of the undergraduate degree, attainment of the Ph.D. degree is not merely a matter of accumulating course credits and satisfying residency and language requirements, even though such minimum requirements are set forth by the university. The final basis for granting the Ph.D. degree shall be the candidate's knowledge of the field of study and the demonstrated ability of the candidate to do independent, original, scholarly research.

The purpose of this Guide is to describe the requirements and procedures necessary to obtain the Ph.D. in Applied Psychological Sciences (AP) at Old Dominion University. The requirements cited here are consistent with the general university policy regarding graduate education. Use of this Guide differs somewhat for students who enter the program with a bachelor's degree or a master's degree in psychology or a related field. Students entering with a bachelor's degree are referred to the University Catalog. The Catalog describes the requirements for completion of the Master of Science degree, all of which must be satisfied by those entering the program at the pre-master's level. Students entering with a Master's degree should also note the course requirements for the Master of Science degree. Because these courses must be completed successfully by all Ph.D. students, those entering the graduate program with graduate work completed at another university must demonstrate competency in each of the subjects covered by these courses. Moreover, students entering the graduate program with graduate work completed at another university may be asked to take a diagnostic examination to measure readiness for graduate study in the AP psychology program; transfer of graduate credits previously received is decided on a case-by-case basis.

General Philosophy

The Ph.D. program is designed to provide (a) broad doctoral training firmly based on psychological theory and basic behavioral science, (b) greater depth of knowledge broadly spread over the fundamental areas of experimental psychology, and (c) concentration in an area of experimental psychology for applied settings. The general philosophy and plan of the AP psychology program at Old Dominion University is to provide graduate training consisting of four phases: (1) a core of basic psychology acquired primarily at the master's level, (2) in depth training in statistics, methodology, and grant and manuscript writing, (3) research experience in a field of AP psychology, and (4) completion of a dissertation representing a significant contribution to AP psychology.

Completion of these four phases of graduate training requires approximately four to five years of study, resulting in 84 semester hours of credit in the following areas (36 pre-masters; 48 post-masters): basic experimental psychology (15 hours), statistics and research design (17
hours), grant and manuscript writing (3 hours), specialty courses and research (37 hours), and thesis and dissertation (12 hours). The major objective of the AP psychology program is to train individuals to be effective in a variety of academic, governmental, educational, and community settings. The program is designed to allow individual students, with guidance from a faculty mentor, to choose courses and research opportunities in the areas of their specific interest.

Committees Providing Student Guidance

The AP faculty's goal is to provide personalized guidance to each student. This guidance is provided to all students by the Ph.D. Program Director (PPD, who serves all three experimental-based psychology Ph.D. programs), their AP academic mentor (AM), and the Guidance Committee (GC). The AM is the individual faculty member who personally invited the student into the program at recruitment time and who continues to work with the student through the entire course of study. Often the AM serves as the chairperson for the student's Masters Thesis Committee, GC, and Dissertation Committee. It is important to note, however, that the student, in consultation with the AM and other faculty members, may request to change the chairperson of any of these committees if his or her professional interests change and he or she would be better served by another faculty member. Approval of the request is made by the PPD in consultation with AP psychology faculty members.

After admission to the program, students should consult with the PPD and their AM about initial course work. The AM is the chief source of academic guidance during the first year of graduate study. However, the PPD also serves an important function in providing general administrative guidance for the student.

Master's Thesis Committee. The chair of a student's thesis committee is typically the student's AM. The thesis committee also includes a second faculty member selected by the student and a third member assigned by the Psychology Department. The PPD, the Dean, and the Vice President of Research and Graduate Studies must approve in writing any member of thesis or dissertation committees who is not part of the ODU faculty. This is necessary even if the proposed committee member is an adjunct faculty member.

Guidance Committee. After completion of the master's thesis, and before completion of nine hours of post-master's coursework, an AP psychology student must form the Guidance Committee (GC). The GC provides guidance and evaluation for the post-master's Plan of Study, research experiences, and Ph.D. candidacy examination. The initial step in forming the GC is to propose a faculty member for appointment as chairperson of the student's GC. The student should consult with his or her AM and other AP psychology faculty members. Typically, the AM is the chairperson of the GC and represents the student's major area of interest. In the event the AM is not the proposed chairperson of the GC, the proposed chairperson must be a member of the AP psychology program. The chairperson, in consultation with the student, must select at least two other faculty members to complete the GC. The remainder of the committee consists of two AP faculty members or one AP and one non-AP faculty member from an area of emphasis supporting the student's specialty. For example, a Health Sciences professor with expertise needed by a student focusing in health psychology issues may be an appropriate GC member. Note: additional members can be included as determined necessary by the chairperson and student. In some cases, the experience of professionals outside the university may be sought for the GC. Such specialists holding adjunct faculty rank may be appointed to the GC. However, all members of the GC must be certified for graduate instruction. The GC
functions as a university committee in order to bring university-wide standards to bear upon the Ph.D. degree.

The proposed composition of the GC must be approved by the PPD as well as the Dean of the College of Sciences. The Dean serves as an ex-officio member of all GCs.

The GC is responsible for approving a Plan of Study and for administering the Ph.D. candidacy examination (i.e., a written exam or major area paper—see below). The GC continues to serve until the Ph.D. candidacy examination has been passed, the dissertation proposal has been approved, and the student has been admitted formally to Ph.D. candidacy. (The student’s Dissertation Committee rather than the GC actually approves the dissertation proposal.) The GC is also responsible for guiding and directing the academic program of the student during this period and for initiating all academic actions concerning the student. In the case of academic deficiency, the GC initiates recommendations to the PPD and Dean of the College. The GC may insist on more than the minimum scholastic requirements and may take other factors into account in deciding whether or not the student should continue in the degree program. The GC periodically informs the PPD and Dean of the College of the student’s progress. Student progress is formally assessed annually by the GC chairperson, relaying the information to the Ph.D. Program Director for inclusion in an official evaluation letter.

Changes in the membership of the GC may be made only in advance of the Ph.D. candidacy examination. Informal substitutions for either the written or oral parts of the candidacy examination are not permitted. Changes in the GC are permitted only with the approval of the PPD and Dean of the College.

Dissertation Committee. After the candidacy examination has been passed, the Dissertation Committee has been formed, and a dissertation topic has been approved by the Dissertation Committee, the GC responsibilities are completed. It is the responsibility of the Dissertation Committee to supervise the dissertation research. Approval of the Dissertation Committee is requested by university form (see the Graduate Program Administrative Assistant).

The Dissertation Committee has at minimum three members. Two of these members come from the Department of Psychology and one member comes from outside the Department. This non-Department member must be an ODU faculty member. The chairperson of the GC may become the chairperson of the Dissertation Committee, although this is not necessary. The chairperson of the Dissertation Committee must be certified for Graduate Level 1 instruction and be an authority in the subject area of the proposed dissertation. A dissertation committee must have as chairperson someone who is a member of the ODU tenure-track faculty and should be a member of the psychology department, and in most cases a member of the AP program.

Membership on the Dissertation Committee may be extended to a non-university person with special knowledge of the dissertation subject area. This member can become a fourth member, but the committee must at a minimum have three members from ODU’s faculty members, with two members in psychology and one outside of psychology. Voting and member privileges can be provided to such non-university specialists upon the recommendation of the chairperson and written approval by the PPD and College Dean. This is necessary even if the
non-ODU member is an adjunct faculty member for the university. ODU and the College of Sciences also allow such an outside, non-ODU person (who is certified for graduate instruction) to serve as a co-chair but not be the sole chairperson of a dissertation committee. A university form is also required for any changes in committee membership.

Requirements

The Ph.D. degree requires at least 48 semester hours of post-master's training. Students entering the program with a bachelor's degree must complete the first phase of the program by meeting the requirements for the master's degree in general psychology (i.e., 36 semester hours with appropriate course work). All students are required to complete successfully a core of master's level courses consisting of the following (summarized again in Appendix A; exceptions to these required courses must be provided in writing by the Ph.D. Program Director in agreement with the GC and course professor recommendations; such recommendations may be contingent upon syllabus review, screening exam, or other means to verify competency that are conducted by the course professor):

a) Psychology 827 (ANOVA) with 1 hour lab OR Statistics 535 (Design/Analysis of Experiments)
b) Psychology 828 (Regression) with 1 hour lab courses OR Statistics 537 (Applied Regression)
c) Psychology 813 (Research Fundamentals)
d) Psychology 831 (Learning and Cognition) or Psychology 841 (Perception)
e) Psychology 845 (Psychometric Theory)
f) Psychology 651 (Developmental Psychology) or 849 (Advanced Social Psychology).

Students must maintain a minimum Grade Point Average (GPA) of 3.0 in all course work in order to remain in good academic standing. If the GPA falls below 3.0 the student may be placed on probation or suspended from graduate study as specified in the University Catalog. Further, if the student receives a C grade or less he or she may also be placed on probation; a second C or worse may result in dismissal from the program.

Leave of Absence

Students seeking the Ph.D. in Applied Psychological Sciences are expected to be enrolled in each Fall and Spring semester (and Summer if on assistantship or if needing continuing enrollment for dissertation completion).

A student who finds it necessary to be excused from registration for a semester must report formally, before the beginning of the semester, to the PPD and request by petition a leave of absence. The Ph.D. program committee will review the request and decide whether to approve it. During a leave of absence the candidate is not entitled to assistance from the faculty advisor or to the use of university facilities. The leave of absence may not exceed one year and may not be repeated. The granting of a leave of absence does not change the candidate's responsibility for meeting the deadline for the completion of degree requirements. Leave will be granted only under exceptional circumstances.
Master's Thesis Completion

Students entering the doctoral program directly from the completion of an undergraduate degree and Master's level students who have not previously completed an empirically-based thesis are expected to complete a scholarly master's thesis within two years of admission (note: in some cases the expectation may be within one year for students entering with a master’s degree but needing to do a thesis). Good standing in the program and the availability of financial support are contingent upon the completion of the master’s thesis prior to the fall semester of the third year.

Under exceptional circumstances, a student may be allowed an extension to complete the master's thesis. In order to receive an extension, the student, in collaboration with the chair of the master's thesis committee, must submit a letter requesting an extension to the PPD and AP graduate program committee. The letter must include a clear and concise statement of the reasons the student has not been able to complete the thesis on time and a detailed timeline for completion. With approval of the AP graduate program committee, the student may continue to take courses, but continued financial support will depend on the availability of departmental funds to support pre-master's students.

A thesis must conform in format to the Guidelines established by Old Dominion University. A thesis or dissertation is also expected to follow the format established by the Publication Manual of the American Psychological Association. When the ODU Guidelines and the Publication Manual are in conflict, the ODU Guidelines take precedence.

Plan of Study

Following the appointment of the GC, the student must prepare a Plan of Study with the aid and approval of the GC (an example structure is provided in Appendix B). The Plan of Study must be approved prior to completion of nine hours of post-master's degree course work (typically third year for students entering with B.S.; by end of first semester for students entering with a M.S.). Before drawing up and approving the plan, the PPD and GC chairperson verify that there is on file a set of transcripts of all undergraduate and graduate work the student has taken. Failure to present the Plan of Study on time may prolong the period of study for the Ph.D. degree. After being approved by the GC, the Plan of Study should be submitted to the PPD and Graduate Program Administrative Assistant for filing. The approved plan is filed in the Department of Psychology. Students should use the AP Form #1 -- GUIDANCE COMMITTEE APPROVAL OF PLAN OF STUDY to collect approval signatures (see Appendix C).

A Plan of Study reflects the following areas:

1. Completion of Remaining Required Courses: (a) Psychology 833 (Grant and Manuscript Writing) and (b) a fourth statistics course chosen in consultation with the GC. These courses should be completed in or by the third year of study.

2. Statistical and Research Methodology. AP students are encouraged to maintain a strong focus in research methods and statistics even after completing required courses. Therefore, all students are required to include how they plan to maintain their experimental expertise either through additional courses, research experiences, or practica.
(3) Courses to Supplement Chosen Specialty. From entry into the program, students are encouraged to work closely with their AMs to choose course and research experiences to strengthen their areas of expertise. AMs in AP have created menus of courses—both within and outside the department—for student supervisees that can provide content knowledge for specialties. The Plan of Study should include a selection of such courses after discussion with the AM. Further, if students desire to work in academic settings, they are strongly encouraged to pursue teaching opportunities and enroll in Teaching of Psychology (Psychology 815).

(4) Research Program for Specialty. The AP program is designed to be research intensive. Many if not most of the post-Master's hours will be in research activities or readings courses. The Plan of Study should outline how the hours will be deployed to establish a viable research program. Research in a “minor” area may also be pursued when it benefits the overall program of the student. Plans to obtain funding and publish results should be included.

The Plan of Study must contain at least 48 semester hours of graduate work beyond the minimum of 36 hours required for the master's degree. Course work beyond the master's level taken at other universities is accepted as part of the 48-hour requirement only rarely and may not exceed six (6) semester hours; course work taken at another university must be approved by the student's GC. Note, too, that students receiving tuition support from the department or from granting agencies have a certain number of hours that must be taken per semester. Students are encouraged to take only the minimum hours to be full-time when possible to reserve tuition fund resources, but there will be semesters during which students must register for more hours in order to complete degree requirements in a timely manner.

The successful completion of all work indicated in the approved Plan of Study is a fundamental prerequisite to the granting of the Ph.D. degree. Minimum requirements for the Ph.D. degree that must be considered in preparing the Plan of Study include:

(a) satisfactory completion of all master's degree requirements in psychology. At a minimum, this consists of 36 semester hours for course work and master’s thesis research;

(b) satisfactory completion of at least 48 semester hours beyond the master's degree;

(c) demonstrated competency in research skills;

(d) passing of the Ph.D. candidacy examination at the end of the program of course work, leaving only dissertation work to be completed (a student may take an elective course or courses after the candidacy examination if such action is deemed appropriate to support the dissertation while not interfering with dissertation completion; however such intent should be listed and approved within the Plan of Study);

(e) completion of a dissertation representing independent original research worthy of publication in a refereed, scholarly journal (results can be “significant” or “non significant” as long as the research is judged worthy); and
(f) successful oral defense of the dissertation before the student's Dissertation Committee.

Changes to the Plan of Study after the GC has approved it require notification sent to the GC and PPD. Approvals from the GC can be provided by email, forwarded to the PPD, and attached to the revised Plan of Study for the PPD to file in the student's department records.

**Residence Requirement**

Students who enter the AP psychology program should be prepared to devote the equivalent of five years of full-time study (as many as three years beyond the master's level). An essential feature of the Ph.D. degree is total concentration on the field of study for significant periods of time.

The residency requirements for the program are those of the university. See the University Catalog for further explanation of the residency requirement. However, note that the program requires students to seek in-state status as soon as possible and if allowable. In-state status decreases costs to the department for tuition waivers.

**Research Skills**

University regulations require Ph.D. degree students to demonstrate competency in one or more significant research skills distinct from the dissertation but fundamental to doctoral and post-doctoral research (see the University Catalog). To meet the research skill requirement in the AP psychology program, students will learn computer programming syntax in various courses (e.g., SPSS, HLM, LISREL). A student may also meet this requirement by taking a course in a computer programming language (e.g., Visual Basic, C++, etc.; pending approval by the relevant department, AM, and PPD). In special instances, the research requirement may be satisfied by proficiency in a foreign language. Request for the foreign language option must be presented to and approved by the GC and the PPD.

**Graduate Student Teaching**

Teaching a course is an experience that is worthwhile regardless of the eventual career role(s) the student envisions, and the experience should be taken seriously for its professional value. Benefits associated with teaching a course include expanding and solidifying knowledge about general and AP psychology, polishing communication skills, and establishing professional identification. Although there are other ways to acquire these benefits (e.g., presentations at conferences, consulting experiences, organizing and conducting workshops), teaching a course systematically builds these experiences into a student's Plan of Study. Moreover, any student who plans an academic career should pursue an assignment to teach one or more courses in preparation for that career.

The student should also recognize that during the course of graduate training, financial support is often provided by the Psychology Department from graduate teaching assistant or adjunct teaching funds. This type of financial support almost always requires that the student be partially or fully responsible for teaching a course. The student should be prepared for an eventual obligation to teach a psychology course by enrolling in Teaching of Psychology (Psychology 815) (note that this course is not required for the degree, however, it is required
before students are permitted to teach a course as professor of record in the Psychology Department).

**Research Experience**

A major objective of the AP psychology program is to provide the student with substantial experience in planning, designing, conducting, and reporting results of independent research. Towards this end, a student is expected to engage in a variety of research activities. This expectation is reflected in the program's few course requirements beyond the Master's degree. The time should primarily be spent on research-related activities (e.g., Readings, Research, and Dissertation). The student is expected to acquire research experiences that go well beyond formal course requirements. These research experiences may take a variety of forms and occur in a variety of settings. For example, the student is encouraged to engage in both laboratory and field research related to the AP specialty, to serve as a member of a larger research team when appropriate or available (perhaps serving as a graduate research assistant on an externally-sponsored grant or contract), and to engage in independent non-sponsored research. The student is also encouraged to seek out opportunities to conduct research projects (including grants and contracts funded through the Old Dominion University Research Foundation) on his or her own and in collaboration with faculty members. The accumulation of these research experiences is expected to be evidenced by the participation of the student in the presentation of papers at professional meetings, the publication of manuscripts in refereed journals, the publication of technical reports, the submission of contract proposals, and so on. Finally, it is expected that the results of these experiences are evident to the student's GC by an increase in the student's understanding of, appreciation for, and competency in conducting research. The GC must be satisfied with the student's research competency before it recommends the student for admission to Ph.D. candidacy.

**Ph.D. Candidacy Examination**

There are two options for completing the Candidacy Examination, the Written Qualifying Exam and the Major Area Paper. Which option is available for a student depends on the student's research domain and educational goals. Some research domains and goals will require the Written Examination for assessment, whereas others may be better assessed via Major Area Paper. Students should discuss which options are best suitable with their supervisors well in advance. In fact, the student must declare which option is intended on the Plan of Study. The student may change the option after the plan has been approved, but only with approval from the full Guidance Committee and PPD at least one semester before the expected completion of the examination (as with any change to the Plan of Study after initial approval, email confirmations of such changes may suffice and be placed in the student's file).

**Written examination (Quals).** This option for qualifying a student for candidacy for the Ph.D. degree is comprehensive in nature, with written and oral parts. The examination is designed to test the student's fitness to undertake independent research and professional practice. Through the Ph.D. candidacy examination, the student's GC should be satisfied that the student has demonstrated competency in (a) the subject matter of all areas of the student's selected program, and (b) designing, conducting, and reporting scholarly research.
Before taking the qualifying examination, the student must meet all departmental and school requirements and must have the recommendation of the GC. Research skills requirements should be met well in advance. The candidacy examination is usually taken during or immediately after the semester involving the last required courses listed in the Plan of Study (as stated previously, additional electives may be taken if these support the dissertation effort and are approved by the GC and PPD; typically these additional courses will be listed in advance within the Plan of Study).

In order to be eligible to take the candidacy examination, students must have achieved a GPA of at least 3.0 in all course work. This average must be based on all graduate courses taken at Old Dominion University as well as in all transferred credits.

When the student and GC have determined that the examination should be taken, the student must request permission from the department to take the exam. The approval comes from the GC chair and PPD, who will verify that the student meets the prerequisites for the candidacy examination no later than one month before the date of the examination. The examination must be taken during the semester for which permission is granted. The written part of the examination is scheduled as necessary near the beginning of each semester (i.e., September, January, and May). The oral part of the examination must be completed within one month of the written part. Once permission has been granted, postponement of the candidacy examination must have the approval of the PPD. A student must be registered for at least one course during the semester in which the examination is taken.

Students are required to provide a reference list for the citations they made in their qualification exams (an exception to this requirement may be appropriate and approved by the GC if the student is concentrating in quantitative psychology; the quantitative exam is designed to be more computational and data-interpretative than written descriptions and arguments). So as not to burden a student with developing the reference list while writing responses, the list should be developed and submitted to the Graduate Program Administrative Assistant within one week upon completion of the written exams.

The written part of the examination is prepared and read by the GC. The GC determines the content of the qualifying examination to reflect the student’s course of study within AP. The GC in coordination with the PPD also determines whether the exam will be open or closed-book. For example, a student with a health focus will likely have an exam that assesses theory, application, an integrated literature, and a requirement to creatively answer how knowledge can be applied to a research question. This student’s GC would likely allow open access to course material and papers because the exam assesses how the student as a researcher would extend the literature base – more than assessing the student’s recall of course material. On the other hand, a student in a more quantitative research area may be required to take a closed-book exam but have the aid of an approved formula sheet. What is important is that the student, GC, and PPD communicate clearly about the structure of the exam in a up-front and open exchange well before the student begins exam preparation so that the procedures are known, fair, and meet AP’s expectations for candidacy examinations.

The exam is to be 8 hours given on the same day, with 4 hours dedicated to the student’s research/skills focus and 4 hours dedicated to more general AP topics and/or secondary research/skills areas relevant to the student. In total, the qualifying exam should be
designed to assess the student’s research knowledge, content knowledge, ability to apply knowledge, and overall readiness to continue in their chosen program.

Upon passing both portions of the written examination, the oral part of the examination is scheduled. The oral part covers the material contained in the written part and possibly additional materials.

A student must pass both the written and oral parts to pass the candidacy examination. The examination may not be reported as passed if there is more than one dissenting vote. A candidacy examination cannot be passed conditionally. A pass on the examination cannot be made contingent upon other factors such as the completion of additional course work, the preparation of extra research projects, and so on. If either part (written or oral) of the candidacy examination is failed, the AP faculty may permit the student to take it once more at a time mutually satisfactory but within 12 months from the date of the first examination. If either part of the examination is failed, the student may be required by the AP faculty to retake only that part. The student is allowed two attempts on the candidacy exam. If the student fails the exam twice, he or she may be asked to leave the program. When determining failure, the faculty considers a complete scheduled exam as one attempt. Failure of one part of the exam on the first attempt (such as the written part), but then failure of a different part of the exam (even the oral part) at the attempt is considered two failures.

The chairperson of the student’s GC submits the relevant university form documenting outcome of the candidacy exam, which serves to report the results to the PPD and College Dean.

**Major Area Paper (MAP).** Students choosing this option must complete the same administrative paperwork as students completing the Quals. Further, they must pass both a written and oral component. However, the content of the candidacy examination is not an exam per se, but rather a review paper (quantitative or qualitative) or theoretical analysis of a research area designated by the student as an important area for contemporary Applied Psychological Sciences. The resulting paper should define the student as an expert in that area. The paper should clearly integrate literature and make an argument for new lines of research or funded actions. It should be of publishable quality (i.e., the GC majority must agree the paper is well-constructed to be sent out for review). In fact, a third requirement of this option beyond passing written and oral components is to submit the manuscript as a journal article, book chapter, or approved grant proposal relevant to the student’s research specialty. Note: if the student chooses a grant proposal as the outlet, the GC must verify that the proposal is appropriate and that the student is the bona fide Principal Investigator. If this proposal format requires just a few pages of text, the GC has the right and responsibility to ensure the review paper that it approves and passes is appropriately detailed and complex before it is edited down to meeting grant proposal limits.

While it is possible to submit the MAP for journal, chapter, or grant consideration prior to its defense, students and their AMs are strongly encouraged to consult with GC members to ensure this is acceptable and appropriate. Students should also be encouraged, as relevant, to consult with GC members prior to submitting the papers to an outlet to obtain feedback that may
strengthen the paper’s chances for publication or acceptance. Students are to be first authors on the submission, with faculty co-authors as appropriate given post-examination contributions.

The paper’s quality should be modeled after *Psychological Bulletin* or *Psychological Review* articles whether the content of the paper is appropriate to those journals’ scopes. Not every topic or discipline can be published in these or other APA journals. Rather, the MAP should be as high quality as it can be with the student having 90 days to complete and edit before submitting to the GC. The actual format and length of the MAP can be (and probably should be) structured to meet guidelines of the targeted journal, book, or grant outlet that is approved by the GC (see above comments regarding grants; note that a student choosing a grant outlet may first be required to prepare a paper of equal quality as a journal or book chapter before editing the paper to submit as a grant). The student should choose the topic, with the GC chair acting mainly as reviewer and guide. The GC chair should not, however, contribute to the actual writing of the paper pre-defense (as they would not for a Qualifying Exam). The chair can discuss ideas, theories, concepts, etc. that help construct the flow of the document. He or she can comment on early drafts of the MAP to provide direction and the student is strongly encouraged to seek this guidance and general feedback. However, heavier involvement with editing (e.g., co-writing) is not allowed until the post-defense period when the student is preparing the paper for actual submission to the selected outlet.

Students choosing the MAP option must obtain additional, preliminary approval of the topic. Prior to beginning work on the MAP document, students prepare a 5-page overview (“white paper”) of the topic and theoretical questions to be answered in the review. This paper should be given to the GC at least one week prior to holding a defense meeting. Students must defend the importance of their MAP topic in this paper and in the meeting. The GC’s responsibility is to question the student on the viability of the topic, the student’s understanding of the work and effort required to compile, integrate, and push forward the relevant literature by argument, and ensure the student understands what will meet the publishable quality standard. If the student and faculty come to an agreement after this meeting and decide to proceed with the MAP topic, is the GC signs AP Form #2: APPROVAL OF MAJOR AREA PAPER PROPOSAL; see Appendix D). If the GC and student do not agree, then they re-group and revise the MAP plan and schedule another meeting to discuss the revision. Once the proposed MAP is approved, however, students have 90 days to submit the paper to the GC. Submission should be electronic and by hard copy.

While students are strongly encouraged to complete this preliminary defense and begin working on the paper before the last required class is completed (to avoid too many delays toward dissertation progress), they must note the following caution. Students and their advisors should consider when the 90 days expire. They may wish to avoid the written MAP being due during exams or other conflicts students and advisors may have. They may wish to start the MAP process so it results in a deadline that can be achieved with a well-written paper. The MAP written component will be evaluated critically, so students must be able to focus much of their attention on this work to pass and move on to the oral defense.

As with students taking Quals, those choosing to complete the MAP must request permission to take the candidacy exam which is a department form and process. The MAP date of examination is defined as “the date the written, final paper is to be given to the GC members.” The student should secure the signature of the GC chair and PPD, who will verify that the student meets the prerequisites for the candidacy examination no later than one month before
the date of the examination. The paper must be turned in by the date given on the permission document (this date is the 90th day after the proposal defense, or sooner). Once permission has been granted, postponement of the candidacy examination must have the approval of the PPD, with actual length of the extension negotiated among the student, GC, and PPD. A student must be registered for at least one course during the semester in which the examination is taken.

If the committee passes the written paper, a meeting will be arranged for an oral defense within one month of the written paper’s submission. Students must pass both the written and oral components. With the MAP, though, students must also submit their paper to an approved outlet as listed above to complete the Ph.D. candidacy examination and officially begin dissertation work (the dissertation cannot be proposed before the candidacy examination is completed). Evidence that the MAP has been submitted for publication is required for final approval (committee signatures on the university form cannot be obtained until the paper has been submitted and receipt letter provided from the journal, book editor, or granting agency). Students have two months after the oral defense to submit the paper to the approved outlet. As with the written and oral defenses, postponement of the submission requirement must have the approval of the PPD with length of extension negotiated.

The following table summarizes the milestones for completing the MAP. Students should follow this timetable very carefully and consult their GC Chairperson or PPD with any questions.

<table>
<thead>
<tr>
<th>Major Area Paper Task</th>
<th>Form</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. GC meeting and approval of topic/overview paper</td>
<td>AP #2</td>
<td>Goal: Before last required class is completed</td>
</tr>
<tr>
<td>2. Set due date for written paper</td>
<td>Department form</td>
<td>To be filed at least one month prior to due date; due date is no more than 90 days after GC topic approval</td>
</tr>
<tr>
<td>3. Oral defense of written paper</td>
<td>n/a</td>
<td>Within one month of turning in written paper that is passed</td>
</tr>
<tr>
<td>4. Submission to approved outlet (documented)</td>
<td>University Form</td>
<td>Within two months after oral defense that is passed</td>
</tr>
</tbody>
</table>

Note: All consequences for passing/failing quals apply to MAPs.

**Admission to Candidacy**

Admission to candidacy is a formal step that occurs after the student has (1) completed formal course work, (2) passed the Ph.D. candidacy examination, and (3) filed a dissertation topic approved by the Dissertation Chair. Admission to candidacy is requested through the submission of the relevant university form (see the Graduate Program Administrative Assistant).

**Dissertation Preparation**

The dissertation must represent an achievement in research and a significant contribution to scientific knowledge. General regulations and procedures governing the submission of a dissertation are given in the Old Dominion University Thesis and Dissertation Guidelines. Additional information, including detailed procedures and qualifications for undertaking a dissertation, are provided by the student's Dissertation Committee. The dissertation and the final oral defense of the dissertation must have the majority approval of the Dissertation Committee.
The dissertation proposal and final manuscripts must be provided to all committee members at least five working days prior to the scheduled defense meeting (10 working days is preferred). Committee members have the right to deny approval of a defense meeting if this time guideline is not met.

The final, defended dissertation must conform in format to the Guidelines established by Old Dominion University (Thesis/Dissertation information and templates may be found at http://sci.odu.edu/sci/about/information/thesis/thesis_submission.shtml). A dissertation is also expected to follow the format established by the Publication Manual of the American Psychological Association. When the ODU Guidelines and the Publication Manual are in conflict, the ODU Guidelines take precedence. The chair of the dissertation may also impose additional style requirements. Example styles include (1) a traditional style that involves an in-depth literature review and extensive appendices, (2) a journal-ready manuscript, and (3) a traditional style that includes a journal-ready manuscript as an appendix.

**Dissertation Load Registration**

As described in the University Catalog, a student who has begun dissertation work must be signed up for at least 1 credit of dissertation research each semester (fall, spring, and summer) until graduation. A candidate who finds it necessary to be excused from registration for a semester must report formally, before the beginning of the semester, to the Dissertation Chair and PPD. The student must also follow university procedures (and prepare the proper form) when requesting such an absence (see the catalog). During a leave of absence the candidate is not entitled to assistance from the Dissertation Committee or to the use of university facilities. The granting of a leave of absence does not change the candidate's responsibility for meeting the university deadline for the completion of degree requirements. Leave will be granted only under exceptional circumstances.

**Oral Dissertation Defense**

An oral examination in defense of the dissertation must be held. Copies of the dissertation must be delivered to the Dissertation Committee at least five working days (10 preferred) prior to the oral examination.

The time and place of the oral dissertation defense is established by agreement with the Dissertation Committee. It is the responsibility of the student to submit a written memorandum to notify the PPD and College Dean of the time and place of the oral defense at least two weeks prior to the scheduled time of defense. It is also the student's responsibility to ensure that this information is published in the appropriate university news media (e.g., the on-line University Announcements). The oral dissertation defense is open to the entire university community; all interested members are encouraged to attend the defense.

The format of the defense is determined by the Dissertation Committee with the approval of the PPD. The defense is chaired by the chairperson of the Dissertation Committee. The chairperson acts as moderator, ruling on questions of procedures and protocol that may arise during the defense. The chairperson represents the College Dean, to whom he or she makes a
complete and prompt report on the defense through the use of University Form RESULT OF Ph.D. EXAMINATION.

The aim of the defense is to explore with the candidate the methodological and substantive contributions of the completed dissertation. In this way, the candidate and the Dissertation Committee reach a more extensive understanding of the candidate's research area. Majority approval by the Dissertation Committee members constitutes successful completion of the dissertation and is so reported by the chairperson to the College Dean. In case of failure, the Dissertation Committee may recommend the candidate be dropped from the graduate program or be allowed to reschedule the defense.

Satisfactory performance on the oral defense and adherence to all regulations outlined above complete the requirements for the Ph.D. degree in AP psychology at Old Dominion University.

Dissertation Processing

Following the oral defense and approval of the dissertation by the DC, the candidate must submit the finished, original copy of the manuscript for final approval by the Dean of the College. Upon final approval, the candidate must arrange for either the following choices: (1) the reproduction of four additional copies (for a total of five) for submission to the Office of Student Records for binding. Submission of copies to Student Records should be accompanied by a validated receipt, issued by the Office of Finance, where the student pays the binding fee. Simultaneously and in addition, the university has submission and binding documentation to complete; OR (2) the submission of the dissertation to ProQuest as an electronic dissertation. The university has prepared ETD (Electronic Thesis and Dissertation) protocols which remove the need to produce or pay for bound copies. Students in 2015-2016 have the option of doing option 1 or 2, but beginning Fall 2016 the university’s procedures will be to have all theses and dissertations submitted electronically with binding no longer required. Students interested in option 2 in 2015-2016 are encouraged to let the PPD know so that instructions can be shared and questions answered.

Program Documentation Requirements

Each student is responsible to see that the Graduate Program Administrative Assistant receives a copy of all documentation for filing in the student’s personnel folder. The documentation includes all graduate forms, Plan of Study, and annual CVs. Faculty mentors will remind their students of this responsibility. Student may confer with the Graduate Program Administrative Assistant to ensure their status is up-to-date.

Graduation Procedures

All requirements for the Ph.D. degree must be completed within eight calendar years from the date of initial entry into the AP psychology doctoral program (post-master’s). During the semester in which the student completes all degree requirements, he or she must file an Application for Graduation in the Office of Student Records. This application must be accompanied by a Graduation Fee and must be filed by dates specified in the Graduate Catalog and on the Registration for Diploma. All applications are available in the Office of Student
Records. The Diploma Option Form should also be submitted to the Office of Student Records during the student's final semester.

**Additional and General Considerations Crossing Over All Program Years**

The following are either regulations or strong suggestions for students during each year of their program. Please see the PPD if there are any questions.

1) All students must complete a human subjects training course to be certified for research activities. Incoming students should complete this training in their first semester. All students are required to complete the CITI training course provided at: http://www.citiprogram.org. Complete the Social and Behavioral Research modules.

2) It is **strongly** recommended that students negotiate authorships on projects with their faculty and delineate author order and responsibilities *in writing*. While there is every reason to expect good faith collaborations in most projects, the sciences (and APA as an example) have paid more attention of late to getting agreements in writing to protect both faculty and student partners.

3) Related to #2, students should negotiate with faculty mentors how much time will be allowed to publish thesis or dissertation products with the students as first author. By all rights, students of these works should have first chance to be first authors on these publications. However, it is a common occurrence that students once graduated do not pursue publication of their works in a timely manner. Delay or forgoing publication is not only harmful to the students, it is harmful to faculty members who have invested time and effort on the projects. Therefore, students should negotiate when the works will be submitted with their mentors, and agree when the mentors – after a certain period of time passes (often one year) – may finish the works and submit as first authors with the students then listed as second authors. Again, agreements in *writing* are critical and expected.
Appendix A – Overview of Course Requirements

Overview of Course Requirements for the Doctoral Degree Concentration in Applied Psychological Sciences

Pre-Masters Courses (36 hours minimum)

- ANOVA with Lab (4 credits) OR STAT equivalent
- Regression with Lab (4 credits) OR STAT equivalent
- Psychometric Theory (3 credits)
- Research Fundamentals (2 credits)
- Cognition OR Perception (3 credits)
- Developmental OR Social (3 credits)
- Thesis Research (6 credits)
- Electives as needed/desired

Post-Master’s Courses through Dissertation Completion (48 hours minimum)

- Grant/Manuscript Writing (3 credits)
- At least one additional quantitative course (3 credits)
- Research and Dissertation Hours
- Electives
  - Such courses will be chosen in consultation with the faculty advisor
  - Specialties will be emphasized (e.g., courses available at ODU/EVMS have been identified for Health and Developmental – focused AP students)
  - Students will be encouraged/guided to take courses that provide substantive content to support their research programs and plans
  - However, coursework will not be overemphasized to the detriment of research hours

Ph.D. Candidacy Exam: Two Options

(1) Qualifying Examination

OR

(2) Major Area Paper

Dissertation

- See text; pursued after candidacy exam is passed.
Appendix B – Sample Program of Study

SAMPLE PROGRAM OF STUDY STRUCTURE
(Actual Format Can Be Altered to Meet Needs of GC Chair or Committee)

Joe Student
Ph.D. Program of Study

Major: Applied Psychological Sciences
Concentration: Health Psychology
Expected Graduation: May 20XX

Chronological Listing of Coursework

I. Courses Taken:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course #</th>
<th>Course Title</th>
<th>Credit</th>
<th>Grade</th>
</tr>
</thead>
</table>

II. Courses Remaining:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course #</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
</table>

Content Listing of Coursework

III. Masters Requirements

A. Required Core Masters Level Courses

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
</table>

Have Taken:

Total: XX.0

B. Additional Courses

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
</table>

Have Taken:

Total: XX.0

Note: Master’s Degree [to be] Awarded Fall 20XX.
### IV. Doctoral Requirements

A. Health Major Content Courses (XX hours)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
</table>

Have Taken:

Total: XX.0

Remaining:

Total: XX.0

B. Additional Emphasis Courses such as Statistics/Methods (XX hours)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
</table>

Have Taken:

Total: XX.0

Remaining:

Total: XX.0

C. General Psychology Electives (XX hours)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
</table>

Have Taken:

Total: XX.0

Remaining:

Total: XX.0

D. Research and Dissertation Courses (XX hours)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
</table>
Have Taken:
Total: XX.0

Remaining:
Total: XX.0

Note: Candidacy Exam to be taken [insert date] and Method (e.g., MAP or Quals).

V. Professional Experience

- Teaching Assistant in [insert class, date]
- Research Assistant for [insert project name, date, funding agency]
- Etc.

VI. Membership in Professional Associations

- American Psychological Association
- American Public Health Association
- Etc.

VII. Presentations

- Etc.

VIII. Publications

- Student, J. (date). How to create programs of study. Journal of academic paperwork, 1, 1, 1-10.
- Etc.

IX. Short-Term Goals / Milestones

- This should include a narrative description of short-term (1-2 years hence) goals, plus a
bulletized list of accomplishments relevant to your chosen career path.

**X. Long Term Goals / Milestones**

- A narrative description of your long-term (post 2-year) plans and goals, including your desired employment sector, job responsibilities, etc.

**XI. Guidance Committee Members**

- Jane Professor    Chair
- John Professor    Committee Member
- Chris Professor    Committee Member

**XII. Curriculum Vita**
Appendix C -- AP Sciences Ph.D. Program: Form #1 (Department Only)

Guidance Committee Approval of Plan of Study

Name of Student:__________________________________________________________

Entered AP Program in (year):______________________________________________

Guidance Committee Membership and Approval Signatures

<table>
<thead>
<tr>
<th>Printed Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair:</td>
<td></td>
</tr>
<tr>
<td>Member:</td>
<td></td>
</tr>
<tr>
<td>Member:</td>
<td></td>
</tr>
</tbody>
</table>

Date of Plan of Study Approval:______________________________

Filed in Student Folder on (date):______________________________

Ph.D. Programs Director (printed name) __________________ Signature ___________________
Appendix D -- AP Sciences Ph.D. Program: Form #2 (Department Only)

Approval of Major Area Paper Proposal

Name of Student:__________________________________________________________

Entered AP Program in (year):______________________________________________

Title of Major Area Paper:__________________________________________________

Guidance Committee Membership and Approval Signatures

<table>
<thead>
<tr>
<th>Printed Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair:</td>
<td></td>
</tr>
<tr>
<td>Member:</td>
<td></td>
</tr>
<tr>
<td>Member:</td>
<td></td>
</tr>
</tbody>
</table>

Date of Approval:_________________________

Filed in Student Folder on (date):_________________________

Ph.D. Programs Director (printed name) ____________________ Signature ____________________