

Steps to Graduate Degrees in Psychology at NCSU

Advisor – initial faculty advisor, prior to establishing a formal Graduate Advisory Committee.

Chair – head of one’s Graduate Advisory Committee; may also have two Co-Chairs.

Committee – Graduate Advisory Committee (faculty who direct a student’s studies and research).

Coordinator – faculty member responsible for operation of a specific “concentration.”

(The Coordinator for School Psychology is identified as the “Director” for that program.)

DGP – Director of Graduate Programs; oversees operation of all departmental graduate programs.

Graduate Programs Assistant – *aka* Graduate Assistant; *aka* Graduate Secretary.

POW – Plan of Work – formal list of coursework to be taken to satisfy requirements of particular degree.

Following Steps assume student has entered directly after BA/ BS program; no previous masters.

What	When	Where/How
Submit Final Transcript(s) from all previous work to Graduate School. (Such transcripts must clearly indicate the actual receipt of previous degree.)	Prior to start of classes, if receiving financial support (e.g., TA); by last day of classes during your first semester of enrollment, at the latest; otherwise you may not receive your stipend and your program might be automatically terminated	Submit to BOTH : NCSU Graduate School (Box 7102) Raleigh, NC 27695-7102 AND Dept. of Psychology (7650)
Submit NCSU Patent Agreements for MS/PhD (two <i>separate</i> forms) or for PhD (one form)	First week of class or during an orientation meeting.	Sign form and submit to Graduate Programs Assistant.
Request/confirm that a fresh on-line POW form is available for MS work; do not use the PhD form	Anytime during first semester of enrollment or ASAP thereafter	Log-in to your MyPackPortal to check; if MS form not available, submit a request to Graduate Programs Assistant
Form MS Graduate Advisory Committee *	Second semester of enrollment, if possible, or ASAP thereafter	See next step
Submit MS Plan of Work *	Second semester of enrollment, if possible, or ASAP thereafter, but before it is 50% complete in all cases	Complete the on-line MS POW and submit; download and complete departmental MS Checklist . Checklist requires signatures of student and Chair; submit Checklist to Graduate Assistant.
Confirm that POW has been accepted	From submission of POW and Checklist until fully approved by Graduate School	Status should be available on-line; approvals will be obtained by SIS from Advisory Committee, DGP and Graduate School
Schedule Presentation of the Proposal for MS Thesis (or Thesis-Equivalent Project) ¹	After Chair agrees the Proposal is in acceptable form, but at least two weeks prior to meeting	Obtain Chair’s signature on Request to Schedule MS Proposal Presentation , verifying it is ready; submit to Graduate Assistant.

What	When	Where/How
Present MS Thesis (or thesis equivalency) Proposal *	If you have been a TA or RA from the start, the proposal should be presented and approved by April 15 th of your second year, in order to be eligible to receive continued departmental funding during your third year. ² Consult DGP if any problems.	After presentation (and any needed changes), obtain Committee signatures on the proposal, verifying it is approved, and submit a signed copy to Graduate Assistant.
Submit Application for Graduation (A2G) for the MS Degree on-line	Early in the semester of expected graduation, but absolutely no later than the deadline for submission of theses for that semester. If you don't graduate during this semester, the A2G should be completed again	Complete the on-line form
Complete ETD Workshop (either in person or on-line)	Prior to scheduling Final Thesis Defense	Go to: http://www.ncsu.edu/grad/etd/
Verify that all changes to POW have been approved; verify that all courses on POW have been completed	<i>Before</i> submitting Request to Schedule Final Oral Exam for the MS	If necessary, download and complete departmental form Revisions to POW . Obtain signatures. Submit to Graduate Assistant.
Schedule MS Final Oral Exam (aka Defense of Thesis or Thesis-Equivalent Project)	After Chair agrees the Thesis itself (or Thesis-Equivalent Project) is in acceptable form, but at least three (3) weeks prior to the date of the exam.	Obtain Chair's signature on Request to Schedule MS Defense . Submit to Graduate Assistant. Graduate Assistant will reserve a suitable room.
Hold MS Final Oral Exam (aka Thesis Defense) * ¹	As scheduled	Student meets with Committee, to present thesis research and describe results/conclusions. The Committee votes and signs Examination Report.
File Report on the MS Final Oral Examination	At the conclusion of the Final Oral Examination; an unconditional-pass Report (or a failure) is due back in the departmental office immediately; a conditional-pass Report may be delayed long enough to prepare the statement of conditions.	Committee Chair should deliver two fully signed copies of Report to the Graduate Assistant.
Submit MS Thesis to the Graduate School (SKIP for Equivalency Projects)	ASAP after changes requested during the Defense have been made; by announced deadlines each semester to graduate at the end of that semester. You must meet the deadline to receive MS by end of 6th year or obtain waiver.	See procedures for electronic submissions of theses/dissertations. (Procedure requires fully-signed cover page).
Receive Recommendation to continue in the PhD program *	ASAP following the Final Oral Examination; if you have held TA/RA from the start, you should advance before start of your 4th year or risk <i>possible</i> loss of eligibility for additional support.	Committee Chair sends memorandum to DGP; student <i>may</i> then be asked to sign a form to complete process

What	When	Where/How
Verify that NCSU Patent Agreement for the PhD is on file at the department office	If you entered as an MS-seeking student, you should already have signed the PhD Patent agreement, but this step is sometimes omitted	Check with Graduate Assistant and sign new Agreement, if necessary
Form PhD Graduate Advisory Committee *	ASAP after recommended for continuation in PhD program, following award of the MS	See next item
Submit PhD Plan Of Work *	Second semester post-MS or ASAP thereafter, but before it is 50% complete in all cases	Complete the on-line PhD POW and submit; download and complete departmental PhD Checklist . Checklist requires signatures of student and Chair; submit Checklist to Graduate Assistant.
Begin Preliminary Examination Process	When you are Ready	Consult Chair and Committee -- about six months or so ahead. Confirm that Chair recommends proceeding and that faculty will be available. Check on program rules or procedures.
Verify that all changes to POW have been approved; verify that all courses on POW have been completed	<i>Before</i> submitting Request to Schedule Preliminary Exam for the PhD	If necessary, download and complete departmental form Revisions to POW . Obtain signatures. Submit to Graduate Assistant.
Schedule and complete Written PhD Preliminary Examination *	File request at least one week before the written examination process starts. Written Exam MUST be completed within a two-week period. The Oral Preliminary Exam is scheduled at the same time, on the same form. (Note: Some students may be allowed to complete an Alternative Procedure in place of the normal written exam. In such cases, the request must be filed at least one week before starting the alternative process. The Oral Exam must again be scheduled prior to starting.)	Submit signed Request to Schedule Preliminary Examination to the Graduate Assistant.
File Report on the PhD Written Preliminary Examination	ASAP upon completion of the Written Exam; the Oral will be canceled, if the DGP and Graduate Assistant are not notified the student has passed the Written Exam unconditionally.	The Chair should notify the DGP and the Graduate Assistant concerning the outcome of the Written Preliminary Exam (Unconditional Pass, Fail, Conditional Pass – with the conditions stated). Email is appropriate.
Hold PhD Preliminary Oral Examination *	As scheduled. The entire Preliminary Exam (Written and Oral) should take place within ≈ 6 weeks, or the Committee Chair should request a waiver from the DGP	Student meets with Committee. The Committee votes and signs Examination Report.

What	When	Where/How
File Report on the Oral PhD Preliminary Examination	At the conclusion of the Final Oral Examination; an unconditional-pass Report (or a failure) is due back in the departmental office immediately; a conditional-pass Report may be delayed long enough to prepare the statement of conditions.	Committee Chair delivers two copies of the signed Report to the Graduate Assistant.
Schedule PhD Dissertation Proposal Presentation * ¹	After Chair agrees the Proposal is in acceptable form, but at least two weeks prior to the meeting at the latest	Obtain Chair's signature on Request to Schedule PhD Proposal Presentation form and submit to the Graduate Assistant
Present PhD Dissertation Proposal *	As scheduled	After presentation (and any needed changes), obtain Committee signatures on the proposal, verifying it is approved, and submit a signed copy to the Graduate Assistant
Submit Application for Graduation (A2G) for the PhD Degree on-line	Early in the semester of expected graduation, but absolutely no later than the deadline for submission of dissertations for that semester. If you don't graduate during this semester, the A2G should be completed again	Complete the on-line form
Complete ETD Workshop (either in person or on-line), if not done previously, during MS process, or if refresher is desired	Prior to scheduling Final Dissertation Defense	Go to: http://www.ncsu.edu/grad/etd/
Schedule the PhD Final Oral Examination (<i>aka</i> Dissertation Defense) ¹	At least three weeks prior to the requested date	Submit signed Request to Schedule Dissertation Defense to Graduate Assistant.
Hold PhD Final Oral Examination (<i>aka</i> Dissertation Defense) *	As scheduled	Student meets with Committee. Committee votes and signs the Examination Report
File Report on the PhD Final Oral Examination	At the conclusion of the Final Oral Examination; an unconditional-pass Report (or a failure) is due back in the departmental office immediately; a conditional-pass Report may be delayed long enough to prepare the statement of conditions	Committee Chair delivers two copies of the signed Report to the Graduate Assistant
Submit Dissertation to Graduate School	ASAP after changes requested during Defense have been made; in any case, by announced deadline to graduate at the end of semester. A "Conditional Pass" requires that such conditions be satisfied <i>prior</i> to submission of dissertation. All conditions should be completed and dissertation submitted <i>no later than the end of next semester</i> .	See procedures for electronic submissions of theses/dissertations. (Procedure requires fully-signed cover page).

- ¹ For this step you will need to arrange a time for a meeting of your Graduate Advisory Committee. As much lead time as possible is advised, so that your progress is not needlessly delayed by scheduling conflicts.
- ² For students in the School Psychology program, this deadline is December 1st of the third year. Exceptions of the special proposal and thesis deadlines for TAs and RAs must be approved by the Director of Graduate Programs.
- * Additional information regarding this step is included in the Notes and Attachments that follow in the ***Graduate Handbook***.

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