Overview of the Department of Psychology’s Ph.D. Program

Courses

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<th>Year</th>
<th>Course Code</th>
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<tr>
<td>1</td>
<td>PSY 500</td>
<td>Social Proseminar</td>
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<tr>
<td></td>
<td>PSY 501</td>
<td>Cognitive Proseminar</td>
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<td>PSY 503</td>
<td>Quantitative Analysis in Psychological Research</td>
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<td>2</td>
<td>PSY 591a</td>
<td>Responsible Conduct in Research</td>
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<td>1-5</td>
<td>PSY 543</td>
<td>Research seminar in Cognitive Psychology</td>
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<td>PSY 551</td>
<td>Research seminar in Social Psychology</td>
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Teaching

Each student must teach a minimum of 9 hours but will be required to teach no more than 24 hours, over the course of 5 years of regular enrollment.

Generals / Dissertation

<table>
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<td>March</td>
<td>Determine General Exam Committee</td>
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<td>Literature Synthesis / Theoretical Paper Due</td>
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<td>3</td>
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<td>October</td>
<td>General Exam</td>
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<td>4</td>
<td>September</td>
<td>Determine Dissertation Thesis Proposal Committee</td>
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<td>October</td>
<td>Initiate first meeting with Dissertation Thesis Proposal Committee; Meet as necessary until the Proposal is approved, not less than once every 12 months</td>
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<td>5+</td>
<td>January</td>
<td>Determine Dissertation Reading and Final Public Oral Committees</td>
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<td></td>
<td>February 15</td>
<td>Submit Dissertation Draft</td>
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<td>Dissertation Reading Committee Feedback</td>
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<td>May</td>
<td>Final Public Oral</td>
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Committees

General Exam Committee*
(Advisor + 2 faculty members; 1 faculty member must be out-of-area)

Dissertation Thesis Proposal Committee*
(Advisor + 2 faculty members; 1 faculty member must be out-of-area)

Dissertation Reading Committee*
(Advisor + 2 faculty members; 1 faculty member must be out-of-area)

Final Public Oral committee
(Advisor + 2 new faculty members; 1 faculty member must be out-of-area)

* Same committee members by default, unless decided otherwise by the advisor and the student

Out-of-area is broadly defined as someone who broadens the scope of expertise in the committee

Non-Princeton committee members must be preapproved by the Graduate School
**All Years**

### Beginning of Terms

**DGS Meeting**
All graduate students are invited to attend a meeting with the Director of Graduate Studies (DGS) and the Department Chair. The purpose of this meeting is for the DGS and Chair to get a sense of graduate student life in the department. The Graduate Administrator will share the meeting date, time, and location as soon as they are known.

**Course Registration**
All Cog/Neuro area students are required to register for PSY 543 (Research Seminar in Cognitive Psychology)
All Social area students are required to register for PSY 551 (Social Psychological Research)

**Teaching**
Beginning in the second year, and over the course of the regular five-year Ph.D. program, students must teach a minimum of nine hours (cohorts prior to 2017-18 must teach a minimum of three hours). Students without fellowship, grant, or other financial support will be required to teach more than the department minimum of nine hours but will teach no more than twenty-four hours over the course of five years of regular enrollment. In those cases, the affected students will be required to teach no more than three hours per semester (though they may elect to teach six hours in one semester, versus three in both semesters, for a particular academic year). The Graduate Administrator will work with course instructors and students expected to be teaching to determine appropriate teaching assignments.

### September

**Graduate Student Orientation**
Half-day orientation is scheduled for all incoming graduate students; they must meet with the Chair, Director of Graduate Studies, faculty, staff, and current graduate students.

**Academic Year Sign-In**
All enrolled graduate students are required to complete academic year sign-in through TigerHub in September in order to be enrolled and to receive their graduate awards and other University benefits to which they are entitled. Failure to complete sign-in will result in termination of enrollment. Students should communicate with their advisors by September 1st to learn of any departmental schedules that they must meet. International students must be lawfully present in the United States as a condition of sign-in.

NOTE: New students will receive instructions about using TigerHub and details related to Academic Year Sign-In from the Office of the Registrar, in August.

### February

**Reenrollment**
Reenrollment is the annual process whereby the department, and the Graduate School, evaluate the academic progress of candidates for advanced degrees. The reenrollment process, which is conducted during the latter half of the spring term, is often supplemented by other departmentally-specific evaluations conducted at different times during the academic year (e.g., doctoral students’ thesis committee meetings, which may occur once or at several times during an academic year). Students participate actively in the annual reenrollment process by preparing their own written statement of academic progress (progress reports) during the current year, and goals and objectives for the coming year. All students eligible for reenrollment, including those writing dissertations, must make a formal application each year through the department. Students who have satisfied all academic requirements within the department—and demonstrated their readiness for continuing graduate work—are offered reenrollment no later than June; others are notified about reenrollment when a basis for judgment is available.

**Visiting Day**
All department graduate students are asked to be available for the department’s Visiting Day activities, which typically take place during the beginning of February.

### April

**Progress Reports**
All students prepare a progress report that will be used to inform the annual reenrollment process. The progress report should be submitted to the Graduate Administrator no later than April 1 of each year, and should take the following format:

- 2-3 paragraphs that summarize work in the previous year
- 1-2 paragraphs that summarize future work
- List of publications
- All conference presentations in the past and proposals for future presentations
- List of awards and honors
- Teaching assignments
- Name of primary advisor

**Feedback Meetings**
During the spring semester (April/May), each student should meet with his or her primary (and secondary, for years 2-5) advisor. Each advisor will discuss the progress report and relay to the student the impressions that the Department faculty has of his or her progress.
Year 1

Beginning of Terms

Course Registration
In addition to the courses required for all years, all first-year students are required to register for the following courses:

- **PSY 500** (social psychology) Proseminar and **PSY 501** (cog/neuro psychology) Proseminar; depending on the year, one is offered in the fall and the other is offered in the spring
- **PSY 503** (Quantitative Analysis in Psychology Research); to be completed in the fall*
- Students are strongly encouraged to take the second semester course, **PSY 504** (Advanced Regression Methods), in the spring as well

* Students wishing to be exempt from taking PSY 503 must alternatively complete both SOC 500 and SOC 504 with prior permission of the instructor and the student’s advisor (at least one of which must be taken for a grade, and a minimum grade of B- must be earned in that course) in order to qualify for the exemption.

September

Graduate Student Orientation
Half-day orientation is scheduled for all incoming graduate students; they must meet with the Chair, Director of Graduate Studies, faculty, staff, and current graduate students.

March

Prosem Evaluations
All first-year students are evaluated during the March full faculty meeting for their performance during the fall prosem (PSY 500 and PSY 501).

April

Second Advisor Selection
By the end of the spring term, and in consultation with the primary advisor, all first-year students must select a secondary advisor and inform the Graduate Administrator of who has been selected.

May

Prosem Evaluations
All first-year students are evaluated during the May faculty meeting for their performance during the spring prosem (PSY 500 and PSY 501).
Year 2

Beginning of Terms

Course Registration
In addition to the courses required for all years, all second-year students must register for and complete the six-week Responsible Conduct in Research course (PSY/NEU 591a) offered by the department in either the fall or the spring semester.

March

General Exam Committee
Second-year students should begin working with their primary and secondary advisors to determine the General Exam Committee members. The General Exam Committee will consist of three people minimum, with two faculty representing the student’s sub-area of expertise (social or cog/neuro, broadly construed), and one faculty member from outside the student’s sub-area. Traditionally, these sub-area distinctions have followed social and cog/neuro lines, but we recognize that these lines are quite blurry and therefore students and their advisors should consult and agree on what constitutes inside and outside a student’s sub-area. Interpretation should be consistent with the spirit of this requirement, which is to ensure that the student is able to discuss his or her research in sufficient depth but also breadth. It is also noted that the two “in-area” members have traditionally been the student’s primary and secondary advisors. If the student and advisor wish to have a non-Princeton faculty member serve on the Committee, preapproval is required from the Graduate School. Once known, students should communicate the General Exam Committee members’ names to the Graduate Administrator.

The General Exam consists of three parts:

1. Literature Synthesis/Theoretical Paper (due by May 15 of the second year)
2. Research Report (due by September 15 of the third year)
3. Oral Exam (October of the third year)

May

General Exam Literature Synthesis/Theoretical Paper
Due by May 15 of the second year. Students will write a literature synthesis/theoretical review paper. Just as a qualifying exam would require students to have mastery over the relevant literature, a literature synthesis/theoretical review paper should demonstrate a thorough understanding of the literature in the student’s research specialty. This represents a broader review than the literature that will be covered by the General Exam research report, and can take the form of meta-analysis of an area of research, a new theoretical question posed out of a larger review of previous theories, or a summary of theoretical developments across time in a sub-area.
**September**

*General Exam Research Report*

**Due by September 15.** Students will write a research report, which is ordinarily in the form of a finished research paper. However, it may also be in the form of a research progress report of the sort submitted to granting agencies. In either case, the paper should characterize the student’s research activity in sufficient detail for the faculty to consider advancing him or her to candidacy for the Ph.D. degree.

NOTE: If a student submits a research report that is under review or published in a journal, he or she must be first author on the manuscript. The paper should contain a one-page abstract.

**October**

*General Exam*

The oral exam must be completed prior to the November faculty meeting for full faculty review. The General Exam period is determined by the Graduate School and occurs in October. Students are responsible for scheduling the General Exam Committee to meet during this period. Students are also responsible for notifying the Graduate Administrator of when the oral exam will be held and when it has been completed.
**September**

*Dissertation Thesis Proposal Committee*

By September, fourth-year students should develop their Dissertation Thesis Proposal Committee. This committee will generally consist of the same members as a student’s General Exam Committee. In collaboration with the advisor, a student may elect to form a new committee. If a student wishes to do so, he or she must follow the same guidelines as the General Exam Committee. If the student and advisor wish to have a non-Princeton faculty member serve on the Committee, preapproval is required from the Graduate School. Once the Committee is known, students will notify the Graduate Administrator of the final committee members.

**October – On**

*Dissertation Thesis Proposal Committee Meeting*

Fourth-year students will begin to develop their thesis proposals with their Dissertation Thesis Proposal Committees. No less than one week prior to the first formal meeting of the committee to discuss the written thesis proposal, students will submit an electronic copy of a draft or fully-written thesis proposal to the Graduate Administrator, along with the date, time, and location of the first formal Dissertation Thesis Proposal Committee meeting. Students must also submit an abstract to the Graduate Administrator at this time, for distribution to the full faculty. A student will continue to meet (as necessary, but not less than once every twelve months) with his or her Dissertation Thesis Proposal Committee until the committee approves the thesis proposal, at which time the student will notify the Graduate Administrator of the thesis proposal approval.
Year 5+

October – On

**Dissertation Reading Committee**
**Due by the end of January of the fifth year.** Students must submit the names of the Dissertation Reading Committee members to the Graduate Administrator for DGS approval. This committee will generally consist of the same members as a student’s General Exam and Dissertation Thesis Proposal Committees. If a student elects to form a new committee, he or she must follow the same guidelines as the General Exam Committee. If the student and advisor wish to have a non-Princeton faculty member serve on the Committee, preapproval is required from the Graduate School.

**Dissertation Final Public Oral Committee**
**Due by the end of January of the fifth year.** Students must also submit the names of the Dissertation Final Public Oral Committee members to the Graduate Administrator for DGS approval. This committee will generally consist of a student’s first advisor, an “in-area” faculty member, and an “out-of-area” faculty member. Only one member of the Dissertation Reading Committee may serve on the Dissertation Final Public Oral Committee. If the student and advisor wish to have a non-Princeton faculty member serve on the Committee, preapproval is required from the Graduate School.

February

**Dissertation Draft**
**Due by February 15.** A draft of the dissertation is due by February 15 to the Graduate Administrator, for formal distribution to the Dissertation Reading Committee. This allows the student and the committee ample time to review and revise the dissertation.

March

**Dissertation Reading Committee Feedback**
The Committee will provide revision feedback to the student by March 15 of the fifth year.

April

**Final Dissertation**
**Due by April 1.** A final version of the dissertation is due to the Graduate Administrator by March 22 for final review by the Dissertation Reading Committee. The Graduate Administrator will formally distribute the dissertation to the Dissertation Final Public Oral Committee.

**Faculty Approval of Dissertation**
The primary and/or secondary advisor will present the student’s final dissertation during the April faculty meeting for review and approval from the full faculty.

**Final Public Oral Scheduling**
The student will work with the Dissertation Final Public Oral Committee to determine a date, time, and location for the Final Public Oral, typically within the first two weeks of May. The Office & Events Coordinator can assist with finding suitable locations. Once a date, time, and location are known, the student will inform the Graduate Administrator.

**Final Public Oral Application**
No less than two weeks prior to the scheduled Final Public Oral defense, the student will submit an application (to the Graduate School, via TigerHub) requesting to conduct his or her Final Public Oral.

May

**Final Public Oral**
The Final Public Oral defense will be conducted with the Dissertation Final Public Oral Committee in the early part of May, typically within the first two weeks of the month and prior to the Graduate School’s May degree deadline.

**Post-Final Public Oral Processes**
After a successful Final Public Oral defense, there are several steps that the student must complete in a timely manner in order to complete the program and University requirements. The Graduate Administrator will send detailed instructions to the student immediately following his or her successful Final Public Oral. All steps must be completed prior to the Graduate School's May degree deadline in order to receive a Ph.D. in June. The Trustees will not award the Ph.D. degree until these steps are completed. Any delay in completing the steps may jeopardize the award of the degree.