

Behavior Analysis Graduate Student Handbook

Mission Statement

The doctoral program in Behavior Analysis at Louisiana State University prepares behavior analysts to have expertise in the empirical and philosophical basis of the science of behavior and its application to socially significant goals. The program prepares students to contribute to the development and dissemination of behavior analysis and to apply the science with diverse individuals and groups, across various contexts, and in an ethical and culturally responsive manner.

Objectives

1. Graduates will be able to articulate and operate from a behavior-analytic perspective and effectively apply this perspective to issues of basic and applied significance.
2. Graduates will apply rigorous methodological and analytic approaches to answer important research questions in behavior analysis.
3. Graduates will be ethical and culturally responsive leaders and supervisors.
4. For those pursuing the BCBA/BCBA-D credential, graduates will demonstrate effective behavior analytic practice skills across a range of settings.
5. Graduates will be proficient in written and oral communication.

Program Requirements

Coursework

A minimum grade of B- is required in all required courses.

PSYC 4111	Intermediate Statistics
PSYC 7111	Advanced Statistics
PSYC 7946	Theories & Concepts of Behavior Analysis
PSYC 7948	Research Methods in Behavior Analysis
PSYC 7949	Lifespan Development: Behavioral Perspectives
PSYC 7945	Modern Behaviorism
PSYC 7040	Sociocultural Basis of Behavior
PSYC 7660	School Psychological Consultation
PSYC 7999	Professional Considerations

Basic Behavior Analysis: Students must complete at least 2 of the 3 courses below

PSYC 7947	Behavioral Pharmacology
PSYC 7941	Quantitative Models of Behavior

PSYC 7942

Seminar in the Experimental Analysis of Behavior

from their specialty area & 1 member must be a full member of the Graduate Faculty. The 3rd member should be from the Psychology department or a department pertinent to the project. Any changes to the committee for any reason are to be reported to the Graduate Coordinator, in writing, immediately. All committees are subject to approval by the department chair.

Meetings. Students will need to find an agreeable time and date for them and their committee members. Students and their committee members are to schedule proposal and defense meetings for a minimum of 90 minutes. Once this has been done, immediately inform the Graduate Coordinator of the date and time of their meeting. They will help you with booking a room, if needed, and the necessary equipment (computer and projector for PowerPoint presentations, etc.).

Thesis Waiver. If a student has earned a master's degree in Psychology from another university, they may submit their thesis to the department for possible acceptance of the department's master's thesis requirement. For their thesis requirement to be waived requires the approval of, in order of review, their major professor, their area head, and the Director of Graduate Training.

Possible Outcomes. There are three possible outcomes during the master's thesis defense meeting: P (Pass), F (Fail), and R (Retake). The grade must be filed within two weeks of the scheduled exam date, and failure to turn in a grade defaults to an F. If a student passes (P) and revisions are needed and can be completed within two weeks of the scheduled exam date, then a grade of P may be assigned. However, if revisions are needed that take longer than two weeks to complete, a grade of R (Retake) must be assigned. If a grade of R is assigned, a full committee meeting must be scheduled for the Retake attempt to occur. If a grade of F is assigned, the result is that the student will be terminated from the program. The student has the right to

must demonstrate independent mastery of the research included in the written document during the oral examination.

The defense of General Exam must be scheduled 3 weeks prior to the meeting using

committee chair and reported to the Graduate Coordinator, in writing, immediately. All committees are subject to approval by the department chair.

Scheduling. Student's will need to find an agreeable time and date for them and their committee members. Then, immediately inform the Graduate Coordinator of the date and time of the meeting. The Graduate Coordinator will help with booking a room and finding the necessary equipment (computer and projector for PowerPoint presentations, etc.). It is the responsibility of the student to schedule the final defense with sufficient lead time to meet the Graduate School deadlines for graduation in a given semester.

Final Submission. Students may not submit a final dissertation to the Graduate School editor until the semester they graduate.

Possible Outcomes. Only one dissenting vote is allowed for a student to successfully pass the Dissertation Exam regardless of the number of committee members. The same outcomes that apply to the Master's thesis defense apply here, grades of Pass (P), Fail (F), and Retake (R). The grade must be filed within two weeks of the scheduled exam date, and failure to turn in a grade defaults to an F. If a student passes (P) and revisions are needed and can be completed within two weeks of the scheduled exam date, then a grade of P may be assigned. However, if revisions are needed that take longer than two weeks to complete, a grade of R (Retake) must be assigned. If a grade of F is assigned, the result is that the student will be terminated from the program. The oral defense and the dissertation are considered an integrated requirement. It is not possible to pass one and fail the other. The committee should not sign the dissertation signature page until all requirements, including successful oral defense, are completed, nor should it sign the oral defense report until the dissertation has been successfully defended. The student has the right to petition for reconsideration.

Application for Degree

At the beginning of the semester in which a student defends their thesis or dissertation, the student should obtain the "materials for candidates for master's degree" or the "materials for candidates for doctoral degrees" and schedule a meeting with the Graduate School editor. These materials contain instructions and forms necessary to meet requirements for graduation. The Graduate School calendar changes each semester, which means that the deadlines for submitting the "Application for Degree" forms will vary from semester to semester. Students should obtain this information from the Graduate School the prior semester or at the very beginning of the semester in which the student intends to graduate. If you choose to participate in the commencement ceremonies, please contact the LSU Bookstore (225-578-7412) to order your regalia. To ensure that Behavior Analysis appears on your transcript, complete and submit the Verification of Concentration form by the required deadline.

Graduation Time Limits

Optimally students who have a B.A. or B.S. degree will proceed to the Ph.D. degree in five years. The maximum time allowed from the entrance to the completion of the Ph.D.

is 7 years. A student must have special permission from the Dean of the Graduate School to exceed this time limit (this permission is not routinely given and must involve exceptional circumstances). Students who do not complete the Ph.D. program within the seven-year period will be dismissed from the program. The Graduate School requires students to

probation. **While on academic probation, students are not eligible for funding of any kind.**

2. Complete required content courses with a grade of B- (B minus) or better by end of the 4th year in the program (or prior to degree completion, whichever comes first).
3. Successfully propose thesis, preferably in the 3rd semester and no later than the 10th class day of the 4th semester.
4. Successfully defend thesis no later than the day prior to commencement of the 5th semester in the program.
5. Successfully complete the general exam with no more than 2 attempts.
6. Successfully defend dissertation within 7 years of entering the program.

Remedial Plans

In circumstances in which a student exhibits a substantial deficit in progress toward graduation with sufficient professional skills, the Behavior Analysis faculty may choose to implement a remedial plan to address the deficit. A remedial plan requires the review of the data indicating the deficit by at least two faculty and, whenever timely and possible, the entire program faculty. The plan must specifically state the identified deficit, the outcome goal, and the measurable objectives that will demonstrate successful completion of the plan. The plan should also define the activities that will be provided to the student to address the deficit. The plan should serve as a faculty model for practice regarding intervention planning. Once the plan has been developed, the student's major professor will review it with the student. The student and major professor must meet regarding the plan at least twice per semester to review progress and may choose to meet more often. Successful completion of the plan requires a review of the outcome by the faculty who initiated the plan with consensus among the faculty that the objectives have been met. Nothing in the remedial plan process may conflict with the student's due process and appeal rights as outlined by current LSU policy.

Complaints/Grievances

At any time that a student has a concern or grievance with a person (student or faculty), the normal course of action is for the student to first discuss the problem with the person that is the source of the grievance. If this does not resolve the problem, the student should discuss the problem with their faculty advisor. The faculty advisor should typically be able to resolve most problems. If a resolution is not obtained by a discussion with the student's faculty advisor, the student should contact the Behavior Analysis Program Director. Even if the student is able to satisfactorily resolve the concern through discussion with the other person(s) involved, the Program Director should be informed of any serious incidences or infractions that have occurred (e.g., sexual or other forms of harassment). There may be circumstances in which the student feels that they cannot discuss the issue with one of the parties described above; in such instances, the student is encouraged to discuss the matter with the next person in the chain outlined above. In rare instances, it may be necessary to bring unresolved problems to the attention of the chair of the Psychology Department or the dean of the Graduate School. In addition, students are protected by University policies and

procedures that govern students' rights, appeals, and due processes. LSU appeals [Policy Statement 48](#) governs student access to the University-wide appeals process.

Other Resources for Students with Concerns

The faculty are committed to working with students to address their concerns. We are committed to providing a learning, working, and living environment that promotes integrity, civility, and mutual respect in an environment free of discrimination, harassment, retaliation, and violence/assault. In the event that the student's concern involves diversity, students are advised to follow the above policies and procedures. Students may also choose to consult with the Program Director or Psychology Department's Committee on Diversity & Outreach in Psychology (CDOP) chair(s). Also, in accordance with Title IX and other applicable law, LSU prohibits sex discrimination and sexual misconduct. This policy applies to all persons without regard to sexual orientation, gender identity, and/or gender expression. Information concerning LSU's Sexual Misconduct policies, including information on reporting incidents of sexual misconduct, are located online: [louisiana.edu](#)

General Departmental Information and Rules

The following are general departmental information and rules. It is not a substitute for the Graduate Bulletin and students are required to read the "General Graduate School Regulations" as well as the "Requirements for Advanced Degrees" sections of the Graduate Bulletin. Students are responsible for knowing and following Graduate School policies and departmental requirements. If after consulting this document, you still have questions, please contact your advisor (for academic/research matters, etc.) or the Graduate Coordinator (forms, deadlines, etc.).

Please attend to the following:

- 1) Please be sure the Graduate Coordinator has your most up to date contact information at all times. This should include a functioning e-mail account that you check daily, telephone numbers and address. From time to time, matters arise that are time-sensitive and the ability to contact you quickly may facilitate your completion of the program on time. Additionally, from time to time, university policies, procedures, and forms will change, and you will typically be notified by e-mail. The Graduate Coordinator sends out numerous emails throughout the year with notices of new information and/or reminders of deadlines, rules and other important information to students. If you are not able to receive e-mail for any reason, contact the Graduate Coordinator immediately so that other arrangements can be made.
- 2) There are mailboxes for the graduate students in the Psychology Office (Room 236). All students with last names beginning with "A" will find their mail in the box marked "A", etc. Check and empty your mailbox frequently.
- 3) Please bear in mind that successfully completing major program milestones such as proposing or defending a thesis or dissertation requires completing all of the relevant paperwork including obtaining all of the relevant faculty signatures.
- 4) Travel funds are sometimes available to support graduate students' presentation of their research. Please see the Department handbook regarding relevant processes.
- 5) You are not You aran be -3 (8r)-3 (ogr)-c 0 nTdi(3 (def)-3 (endi)1 i)1t(w)1 (or)-een1 (ee t) (e)5

- 7) Any graduate student wishing to be appointed as an instructor of record on a graduate assistantship must fulfill the following requirements to apply.
- Applicants must have earned their master's degree prior to the beginning of the appointment.

Useful Campus Phone Numbers

o51.24 h C4 635107.24 er51.24 635.22 107.51

Organization	Phone Number
Campus Information	225-578-3202
College of Humanities & Social Sciences	225-578-3141
Graduate School	