The University of Nevada, Reno
Department of Psychology

Behavior Analysis Master’s Program

Student Handbook
2017-2018

This handbook determines performance standards for students admitted Fall 2017 and previously (if chosen by a student).
DEPARTMENT OF PSYCHOLOGY

The University of Nevada, Reno is a fully accredited, doctoral degree granting institution, serving over 20,000 students in 30 graduate and 70 undergraduate degree programs. The Department of Psychology is made up of three doctoral degree programs, including an APA accredited Clinical Program, the Cognitive & Brain Sciences program and the Association for Behavior Analysis International (ABAI) accredited Behavior Analysis Program. The Cognitive & Brain Sciences program and Behavior Analysis Program also offer Master’s degrees. There are 31 faculty members in the Department, and approximately 1200 undergraduate majors and 130 graduate students in the various Department programs. An additional number of students are enrolled in off-campus Master’s degree programs in Behavior Analysis in the United States and also currently in Jordan. The Master’s degree programs in Behavior Analysis are also accredited by ABAI.

BEHAVIOR ANALYSIS PROGRAM

Behavior Analysis is a sub-division of the discipline of Psychology, distinguished by a unique philosophical, theoretical, and methodological orientation. The philosophical orientation is one of naturalistic monism. Historical and contextually-situated behavior-environment relations constitute its subject matter. Its method is experimental, with aims of description, prediction, and control of its subject matter. It has also a distinctive, widely applicable and highly effective technology.

Mission Statement

The mission of the Behavior Analysis Program at the University of Nevada, Reno, is to strengthen Behavior Analysis as a scientific discipline and as a professional occupation.

Program Goals

The Behavior Analysis Program is committed to academic and financial success. It is the top priority and thus the first goal:

Goal 1:

To assure the success of the Behavior Analysis Program.

Some of the means by which this goal may be accomplished include engendering support for the program from the university, securing additional faculty positions and graduate assistantships, providing service to the university through committee work, and supplying outreach to the community.

Strengthening the discipline and profession of Behavior Analysis entails operating in such a manner as to demonstrate continuous improvement in the program’s effectiveness in achieving success. Hence, the second goal:
Goal 2:
To demonstrate continuous improvement in program outcomes indicative of the accomplishment of its mission.

The means by which we may accomplish this goal is to articulate, implement, monitor, evaluate and modify our practices based on continuously collected data. The program operates in accordance with an ongoing Program Evaluation System for this purpose.

To accomplish these first two goals, it is necessary to enlist the participation of all program members and to do so in such a way as to foster enthusiasm and collegiality. Hence, the third goal:

Goal 3:
To engage all program participants in a genuine partnership, dedicated to the achievement of the program’s mission.

Some of the means by which this goal is accomplished includes involving all program members in program governance, operating in accordance with open-book financial management practices, and working toward improved program evaluation outcomes.

Program Objectives

Our objective for the program is to provide comprehensive training in behavior analysis, out of which more specialized basic, applied and theoretical interests in behavior analysis may be developed. A balance of basic, conceptual, and applied training is sought. More specifically, the objectives of the Behavior Analysis Program are:

1. To preserve the accumulated knowledge of behavior science by imparting it to others.
2. To develop the science of behavior through the production of new knowledge.
3. To contribute to the betterment of society by the application of this knowledge.
4. To assure the viability of the profession through participation in its governance.

Administration and Management

Program Director

The Behavior Analysis Program is administered by the Program Director, who reports to the Chair of the Psychology Department and serves as a member of the Department’s Executive Committee. The Program Director provides leadership to the Program in the accomplishment of its mission.
**Note:** This handbook lists graduate program academic policies and procedures. It includes information on graduate school policies, degree requirements, timeline for degree completion, committee selection guidelines and comprehensive exam/thesis requirements. Every effort has been made to make this handbook accurate as of the date of publication; however, this handbook does not constitute a contractual commitment. Graduate programs may not offer all of the courses as described, and policies are subject to yearly review and changes with program director and Graduate Council approval.

**Behavior Analysis Training Committee**

The Behavior Analysis Training Committee (BATC) is the policy and decision-making body for the Behavior Analysis Program. The BATC is chaired by the Program Director, and is composed of all behavior analysis faculty plus two elected student representatives, one from each degree program. The Financial Officer is an ex-officio member of the BATC. The operations of the Behavior Analysis Program are managed by way of a number of standing and ad hoc committees, including Admissions, Marketing, Courses & Curriculum, and Program Quality Assurance among others, as needed.

**Administrative Assistant**

The financial operations of the Program are managed by the Administrative Assistant, who reports to the Program Director. This person also manages the BA Office and acts in an advisory capacity to the BATC.

**Faculty**

The Behavior Analysis faculty consists of five core members, including Pat Ghezzi, Linda Hayes, Steve Hayes, Ramona Houmanfar (Program Director), Matthew Locey, and Larry Williams.

The Behavior Analysis Program is mentor-based, meaning that the faculty are obligated to advise the students in their respective labs on matters related to their education and training. Faculty serve as models in this regard for scholarship, professionalism, citizenship, and stewards of our science and its institutions.

**Students**

We seek students who are committed to a behavioral orientation in psychology and who show research and scholarly potential as teachers, scientists and practitioners. We value both ability and accomplishment in our selection process and in our continuing support for our students. We work closely together, and it is thereby important to us that students fit in well with the group, both intellectually and interpersonally.

Students are expected to function independently, to take the initiative in developing research plans, and to assume responsibility for the direction and specific goals of their learning experiences. Students are expected to be able to schedule and manage their time effectively. The first two years of the program are much more structured than any later
ones, as students are expected to complete most of the required courses during these years. It is important that classes and exams be completed on schedule, making it necessary for students to take required classes when they are offered. Students are expected to devote themselves to their studies full time, including summers throughout their tenure in the program.

We also believe students learn a great deal from each other. Consequently, we seek a heterogeneous student population, of younger and older students, both male and female, with racial and cultural diversity.

**Preparation for Graduate Study**

It is expected that graduate students enrolling in the program have solid backgrounds in psychology. If a deficiency is noted, students are required to eliminate the deficiency, either by taking courses or through other suitable means. In any case, students should indicate in a written proposal to the BATC how they plan to meet a particular deficiency. The program consists of course work, research, and practical training. These activities are described in detail below.

**Didactic Courses**

Course work in the program consists of 24 required credits in behavior analysis, as shown below. In addition, there are 6 credits of practical experience and 6 credits of thesis, for a grand total of 36 credits.

- *Ethics in Psychology Principles of Behavior*
- *Radical Behaviorism or Behavior Analysis of Language & Cognition*
- *Experimental Analysis of Behavior or Experimental Analysis of Behavior*
- *Behavioral Assessment or Behavioral Systems Analysis*
- *Behavioral Interventions*
- *Behavior Management & Consultation*
- *Research Methods in Applied Behavior Analysis*

**Transfer of Credits**

Students may wish to substitute graduate courses taken at another institution for courses required by the program. Credits completed at UNR in another program or as a graduate special do not need to be transferred. Transfer credit can be requested on the Graduate Credit Transfer Evaluation Request form available on Graduate School website, and must be signed by the student, major advisor, and graduate director. Transfer credits applied to a master’s program must comply with the time limitation on master’s work (6 years). Thus, if a student took a course five years prior to admission, they would have to complete the degree within one year for the course to apply to the degree. Credits from a completed master’s degree will be exempt from the 8-year time limitation for those students.

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1. [http://www.unr.edu/Documents/graduate-school/GraduateCreditTransferEvaluationRequest.pdf](http://www.unr.edu/Documents/graduate-school/GraduateCreditTransferEvaluationRequest.pdf)
pursuing a doctoral degree. (This includes courses taken as a Graduate Special at UNR.) The BATC approves transfers on a course-by-course basis, wherein transfer approval depends on the substitutability of the course to be transferred for a specific course required in the curriculum. A transfer of credits proposal must include the UNR course to be substituted, the transfer course syllabus including reading lists/textbooks, and a description of the level of the course and its prerequisites (copies of relevant pages from the catalog of the school involved are helpful on this point). Practical training credits are not approved for transfer, regardless of where they were accumulated. The student must have earned a grade of “B” or better to transfer the course (a grade of “B-“does not satisfy this requirement.)

Masters Students wishing to propose credit transfers must submit a proposal with relevant documentation to the BATC by the end of the first semester of their graduate training at UNR. The maximum number of transfer credits allowed by the Graduate School is 9 semester credit hours. Once approved by the BATC, a transfer of credit form must be filed by the student with the Graduate School at UNR.

**Practical Training**

*Aim and Purpose*

The purpose of the practica is to provide supervised applied training to graduate students. These experiences are of different sorts and are arranged in part to support students’ career interests and, in part, to broaden their interests.

**Placements and Procedures**

Practicum experiences may involve clinical, educational, research or organizational and program development work. Placements are arranged and assigned by the BATC and are managed and monitored by the faculty to whom the student is assigned. Students may neither apply for nor accept an offer from a practicum site without the written approval of the BATC.

One semester of practicum is equivalent to 150 hours, or 10 hour per week for 15 weeks. Students are required to log their time and activities and to make these data available to the relevant faculty on a weekly basis. Practicum faculty are responsible for specifying student's responsibilities, signing their logs, and for guiding, monitoring and evaluating students’ performance. Students, in turn, are responsible for evaluating practicum faculty. If the student does not log 150 hours by the end of the practicum semester, they will receive a grade of “Incomplete” for the semester and will be required to finish the hours during the subsequent semester.

**Research**

*Lab Participation*
Research experience is accomplished through participation in faculty research labs. All faculty members hold weekly lab meetings and students are required to participate in the activities of their adviser’s laboratory.

Master's Thesis

All master’s programs (with a few exceptions for course-only degrees) require at least three advisory committee members. All must be graduate faculty members. At least one (the graduate school representative or “outside” member) must be from a department or program different from the department or program from which the student is graduating. Formal approval of all student advisory committees is made by the Graduate Dean.

Thesis research must be approved by the Institutional Review Board at the University of Nevada, Reno, prior to participant recruitment and data collection. That approval is contingent upon a committee-approved thesis prospectus.

A thesis is usually proposed during the second year of the student's program and completed by the end of the third year. The student works with his/her advisor to develop a research proposal. Upon completion of the proposal to the satisfaction of the advisor, the proposal is distributed to the other members of the student’s committee and a date for a prospectus meeting is established. At this meeting, the student makes a presentation on the proposed research, followed by a question and answer period, after which the student is excused while the committee makes its evaluation. Three outcomes are possible: (1) Pass: The prospectus is approved as is or with minor modifications; (2) Conditional Pass: The prospectus is approved with more extensive revisions which must be summarized in an amendment to the proposal; or (3) Fail: The prospectus must be revised in accord with the committee’s recommendations, after which a second meeting must be held.

While desirable, a Master’s thesis need not make an original contribution to the science of behavior or its applications. It is the responsibility of the student and the thesis advisor to conduct the study as approved by the thesis committee at the time of the proposal meeting. Thesis proposal meetings and defenses may not be scheduled in the anticipated absence of a member of the committee. In special circumstances the missing member must have approved of the proposal or defense document and that approval must be received in writing by the committee chair (the student’s advisor) prior to the meeting.

Upon completion of the thesis to the satisfaction of the advisor, it is distributed to the committee members and a date for the defense is established. The defense is conducted similarly to the proposal meeting, and has the same three possible outcomes.

Students are encouraged to present their theses at a professional meeting or conference, and to submit their work for publication.

ACADEMIC ADVISING
Each student in the program has an academic advisor whose primary responsibility is to assist the student in completing their degree requirements. This includes facilitating the student’s research, promoting the student’s professional development, and preparing the student for employment as a behavior analyst. The advisor also serves as the liaison between the student and the BATC. If at any time a student needs counseling, tutoring, or other assistance, the advisor is the person to help him/her make the appropriate arrangements. The advisor is also responsible for initiating disciplinary procedures in the case of a student’s ethical or academic misconduct.

It also is the responsibility of a faculty member to provide appropriate guidance and oversight with respect to each of their student’s course and other credit registration completions each semester, including approval of grant-in-aid or other program tuition payment agreements. Such payment arrangements must be completed within the time-lines specified by the graduate school each semester.

**PROFESSIONAL DEVELOPMENT**

**Board Certification for Behavior Analysts (BCBA and BCaBA)**

The Program’s curriculum is approved by the Behavior Analyst Certification Board (BACB) as meeting the training requirements necessary to sit for the examinations for certification at the BCBA and BCaBA levels. Students for whom this professional credential has immediate or longer-term professional significance are expected to have completed the requirements necessary to sit for the BCBA exam within three years of their admission to the program. These requirements include completion of all necessary courses, a completed thesis, an awarded degree and the proper number of hours of supervision. (Students are referred to the BACB web site for complete information regarding Board Certification.)

Those faculty who are BCBA and who opt to supervise students in their lab do so in strict accordance to the guidelines of the BACB. A student’s responsibility in this regard includes making the relevant forms available to the faculty member supervising their applied experience and making sure they are current, complete and accurate.

Supervision for board certification purposes may be available in the community at large. Any arrangements of this sort must first be discussed with student’s advisor, who must approve of the arrangement in consultation with the BATC.

**Intellectual Development**

Students are expected to take advantage of opportunities for intellectual development available to them. Opportunities of this sort include departmental colloquia, conferences, and receptions for visiting scholars. Students are also expected to present their research and scholarly work at professional meetings or conferences, and to take advantage of these opportunities to become acquainted with the professional community. Travel funds
are often available through the Department of Psychology and the Graduate Student Association.

**Professional Service**

Professional development also occurs by way of participation in service activities for relevant professional societies, such as volunteering to serve on committees, task forces, and conference organizing committees, newsletter staff, and the like. Numerous opportunities of these sorts are available to students by way of faculty involvement in professional societies, special interest groups and committees. Service to the Psychology Department and the Behavior Analysis Program, especially in roles as student representatives, is also especially valuable.

**Financial Literacy**

Students are expected to develop financial literacy with respect to the Behavior Analysis Program and its various entities, and to demonstrate this competence in their professional placement activities and in Behavior Analysis Program meetings.

**STUDENT PERFORMANCE EVALUATION**

Students’ academic and professional performances are evaluated at the beginning of each year according to the Program Evaluation System. Students are evaluated in the following five areas: (1) academic performance, (2) program citizenship, (3) research and scholarly activities, (4) professional performance, and (5) professional development. These evaluations result in a permanent product that is signed by both the student and the student’s advisor. Students must provide their advisor at that time of their annual evaluation with a current vita, an (unofficial) academic transcript, and a formal Plan of Study.

All students from their second year forward must provide the following materials to the BATC by the latter part or September of each year: 1) an updated *Plan of Study* (available from the Graduate School website); 2) a current CV; and 3) a current transcript.

**Satisfactory Progress**

Maintaining a full course of study, achieving at least a "B" grade in all required behavior analysis courses, satisfactory performance in program-sponsored employment, and a demonstrated record of ethical conduct constitute satisfactory progress. Continuation in the program in cases where these requirements are not met is at the discretion of the BATC.

If a student has demonstrated misconduct of an academic or ethical sort, continuation in the program may be denied, or graduation delayed, until the BATC is satisfied that the student will be able to function in the future in a responsible and ethical manner.
The Master’s degree is ordinarily achieved in 3 years, although particular types of research and unforeseen difficulties may result in a longer time to completion. Master’s students will be notified, at the end of three years that they have one additional year to complete their degree requirements. Failure to complete the degree requirements by the end of the fourth year may result in termination from the program at the discretion of BATC.

**Graduate School Academic Requirements:**

All graduate students must maintain a cumulative graduate GPA of 3.0. If their GPA drops below 3.0, they are either placed on probation or dismissed. Undergraduate courses will not count towards graduate GPA.

Probation: students whose cumulative graduate GPA falls between 2.31 and 2.99 are automatically placed on academic probation for one semester. If they fail to raise their cumulative GPA to 3.0 by the end of one semester, they are dismissed from their graduate program. Thesis, dissertation, S/U graded credits, and transfer credits have no impact on a student’s GPA.

Dismissal: students whose cumulative graduate GPA is 2.30 or lower are dismissed. Dismissed students are no longer enrolled in their graduate program but may take graduate-level courses as a Grad Special. Dismissed students wishing to complete their degree must obtain approval to take graduate-level courses, raise their graduate GPA to at least 3.0, and then re-apply to their graduate program. Any courses taken in an effort to raise their GPA will be included in the graduate special/ transfer credit limitation (9 credits for master’s degrees).

Please refer to Nevada System of Higher Education CODE on Student Program Dismissal Procedures (SPDP) and review conference policies: (NSHE CODE, Chapter 11, Sections 1-3). If program dismissal is based upon failure to maintain required grades or a required GPA as described above, SPDP does not apply and the student may be summarily dismissed from the graduate program.

**PROGRAM PERFORMANCE EVALUATION**

In order for the Behavior Analysis Program to show continuous improvement in the accomplishment of its mission, we need to know how well we are doing on critical outcome measures. For this purpose, we maintain and review Key “Dashboard” measures (those required for ABAI program accreditation and others) concerning overall student milestones, research and scholarly productivity and program financial operations. All students and faculty in the Behavior Analysis Program participate in this program evaluation system.

**FINANCIAL OPERATIONS**
The Behavior Analysis Program operates in part on a self-capitalization plan. This means that the program is partially funded by the entrepreneurial efforts of the faculty and graduate students. Most of the resources for the program, including student support, staff support, equipment, and operations expenses are generated through these efforts. The success and vitality of the program depends on the effectiveness of these efforts.

**Financial Management**

To enable faculty and graduate students to participate in these efforts, the Behavior Analysis Program operates on a financial management plan. This means that all faculty and students are informed as to the financial status of the program on a regular basis. Graduate students are encouraged to participate in financial analysis, planning and intervention. These are important skills to develop as a graduate student, as financial literacy is becoming increasingly important for professionals in our field.

**Student Funding**

Students admitted to the Master’s Program, and students who remain in the program, do not receive any guarantee of financial support in any form (e.g., employment, assistance with tuition, fees, etc). Students may nonetheless receive support by working in one of the programs or projects managed by a core faculty member (e.g., ECAP, PATH). A *Terms of Employment* form plus several other student employment documents must be signed by the student each year in order to secure this funding.

Domestic students are expected to have established residency in Nevada by the beginning of their second year in the program. Failure to establish Nevada residency will result in the University requiring tuition to be paid at the out-of-state rate. Such rates are not covered by any funding offered by the Behavior Analysis Program. It is the responsibility of the student to pay the difference between the in-state and out-of-state rates. International students are exempt from the Nevada State residency requirement. Funding guarantees offered by the Behavior Analysis Faculty do not include paying tuition and fees at the out-of-state rate. It will be the responsibility of the student to pay the difference between the in-state and out-of-state tuition and fees.

Before taking (or creating) a paid position in the community, a student must first gain the approval of their advisor and then must submit a written notice to the BATC regarding their plans, including how taking a paid position will effect earning their degree in a timely manner. Students contemplating taking a paid position in the community should know, first, that working in the community for an individual or agency which competes directly with the programs and projects in Behavior Analysis Program is discouraged, and second, that there are legal restrictions and regulations governing their activities and the manner in which they represent themselves to the community.

**Graduate Assistantships**

All graduate students holding an assistantship (teaching GTA or GRA) are
considered Nevada residents for tuition purposes. Non-resident tuition is only waived for the duration of the assistantship. To be eligible for an assistantship, students must be admitted to a degree-granting program and be in good academic standing. The student must have an overall GPA of at least 3.0 and must be continuously enrolled in at least 6 graduate level credits (600-700) throughout the duration of the assistantship.

State-funded assistantships (GTA/GRA) may be held for a maximum of: three (3) years for master’s degree students and five (5) years for doctoral degree students.

Please also refer to the most updated information on graduate assistantships from the Graduate School: General information\(^2\) and the Graduate Assistantship handbook\(^3\).

**PROGRAM EVALUATION**

In order for the Behavior Analysis Program to show continuous improvement in the accomplishment of its mission, we need to know how well we are doing on critical outcome measures. For this purpose, we maintain and review Key “Dashboard” measures (those required for ABAI program accreditation and others) concerning overall student milestones, research and scholarly productivity and program financial operations.

**BEHAVIOR ANALYSIS MASTER’S CURRICULUM**

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<tr>
<th>Credits</th>
<th>Course</th>
<th>Title</th>
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<tr>
<td>3</td>
<td>Psy 609</td>
<td>Principles of Behavior</td>
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<tr>
<td>3</td>
<td>Psy 695</td>
<td>Ethics in Psychology</td>
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<tr>
<td>3</td>
<td>Psy 673</td>
<td>Radical Behaviorism</td>
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<tr>
<td>3</td>
<td>Psy 711</td>
<td>Experimental Analysis of Behavior</td>
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<td>Psy 783</td>
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<td>3</td>
<td>Psy 713</td>
<td>Behavioral Observation &amp; Assessment</td>
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<tr>
<td>3</td>
<td>Psy 767</td>
<td>Behavioral Management &amp; Consultation</td>
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<td>Research Methods in Applied Behavior Analysis</td>
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<td>6</td>
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<td>6</td>
<td>Psy 797</td>
<td>Thesis</td>
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**HEALTH INSURANCE**

All domestic degree seeking graduate students, who are enrolled in six or more credits (regardless of the course level) in a semester, will be automatically enrolled and billed for the University sponsored health insurance for each term they are eligible (fall & spring/summer). If a student has other comparable coverage and would like to waive out of the student health insurance, it is the student’s responsibility to complete the University

\(^2\) [http://www.unr.edu/grad/funding/graduate-assistantships](http://www.unr.edu/grad/funding/graduate-assistantships)

\(^3\) [http://www.unr.edu/Documents/administration-finance/hr/hr-graduate/GA_handbook.pdf](http://www.unr.edu/Documents/administration-finance/hr/hr-graduate/GA_handbook.pdf)
online waiver form⁴ prior to the deadline. If approved, a health insurance waiver is good for the current academic year only. A new waiver must be submitted each academic year. All international graduate students are required to carry student health insurance, and the cost will be automatically added to your student account. Any international graduate students with insurance questions must contact the Office of International Students and Scholars (OISS) ⁵ directly.

Information on Graduate health insurance ⁶.

**LEAVE OF ABSENCE**

Continuous Enrollment: To maintain “good standing” all graduate students are required to enroll in a minimum of three (3) graduate credits each fall and spring semester until they graduate. International students may be required to enroll in nine graduate credits each fall and spring semester depending on the requirements of their visa. All students holding assistantships (whether teaching or research assistantships) are required to enroll in a minimum of six (6) graduate credits each semester they hold the assistantship.

Leave of Absence: Students in good standing may request a leave of absence by completing a Leave of Absence form⁷ during which time they are not required to maintain continuous registration. Usually, a leave of absence is approved for one or two semesters. The leave of absence request may be extended by the student filing an additional leave of absence form. Students applying for a leave of absence should not have any “incomplete” grades which could be changed to “F” and have a detrimental impact on their cumulative GPA. Requests for leave of absences must be received by the Graduate School no later than the last day of enrollment for the semester the leave is to begin.

Reinstatement: When a student has been absent for one semester or more without an approved leave of absence, he or she may request reinstatement via the Reinstatement form⁸. This form allows the program the option to recommend the student be re-admitted to their graduate program based on their previous admission OR require the student to re-apply for admission which would require students to submit a new application for admission and pay the application fee. The Notice of Reinstatement to Gradate Standing must be received by the Graduate School no later than the last day of enrollment for the semester the reinstatement is to begin.

**GRADUATE STUDENT ASSOCIATION**

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⁴ https://studentinsurance.usi.com/UNR/unr-grad
⁵ https://www.unr.edu/oiss
⁶ http://www.unr.edu/grad/health-insurance
⁸ https://www.unr.edu/Documents/graduate-school/Notice-of-Reinstatement-Graduate-Standing.pdf
The Graduate Student Association (GSA Website⁹) represents all graduate students and promotes the welfare and interests of the graduate students at the University of Nevada, Reno. The GSA works closely with appropriate university administrative offices, including the Graduate School and Student Services and reports to the President of the University. The GSA government functions through the Council of Representatives, Executive Council and established committees.

**REQUIRED FORMS**

- **Declaration of Advisor/Major Advisor/Committee Chair form**¹⁰
  - For master’s students, the completed form must be submitted to Graduate School by the end of the student’s second semester
- **Program of Study form**¹¹
  - For master’s students, the completed form must be submitted to Graduate School by the end of the student’s third semester
- **Graduation Application deadlines**¹²
  - Must be submitted to the graduate school several weeks in advance. Check website for exact dates
- **Notice of completion – completed form should be submitted after all requirements have been met.**
  - Master’s form¹³
- **Exit Survey**¹⁴

Graduate School forms and resources related to thesis and dissertations:

- **Master’s Thesis Filing Guidelines**¹⁵

Once all requirements have been met, students need to submit a Final Review Approval and Notice of Completion form in order to graduate.

- **Final Review Approval – Obtain sign-off from advisory committee chair**
  - Master’s Final Review Approval¹⁶

You can find an updated list of forms and requirements are found at: Forms Website¹⁷

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⁹ https://www.unr.edu/gsa/
¹⁰ https://www.unr.edu/Documents/graduate-school/Declaration-of-Advisor.pdf
¹¹ http://www.unr.edu/Documents/graduate-school/program-of-study.pdf
¹² https://www.unr.edu/grad/graduation-and-deadlines
¹⁴ https://www.unr.edu/grad/forms-and-deadlines/exit-survey
¹⁵ http://www.unr.edu/grad/forms/thesis-filing-guidelines
¹⁷ https://www.unr.edu/grad/forms-and-deadlines

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Rev. 5/2018
APPENDIX A

Policy Regarding Course Time Limits
Behavior Analysis Program

The Graduate School requirements regarding graduation time limits specify that course work for a master’s degree must be completed within six years preceding the granting of the degree.

Time limits ordinarily start once a student begins taking courses relevant to their graduate degree. This is not the only point at which the time limit begins, however. It also applies to courses completed as a graduate special, to courses completed in a previous graduate program, and to courses transferred from another institution. (Credits from a previously completed master’s degree approved to apply to the doctoral degree are exempt from time limits.)

The consequences for exceeding the time limit are that the course(s) in question is dropped from the student’s transcript and thus may not be included in the materials required for awarding the degree. In short, the student will not graduate due to aging coursework.

The Behavior Analysis Program (the Program) must abide by the Graduate School policy. The policy gives the Program some latitude, however, in recommending to the Graduate School a temporary exception to course time limits on a case-by-case basis.

Since the vast majority of students complete their degree requirements well before the course time limit takes effect, exercising this latitude should rarely occur. In other words, timely progress toward graduation is the rule, and students are strongly advised to follow it without exception.

Re-registering for the Course(s)

A student may elect to re-register for the course(s) that exceeds the time limit.

The effect of this is that the old course(s) will be replaced by the new course(s). A grade of “B” or better must be earned in the new course(s). The preference is to have the student take the course(s) at UNR. Other arrangements may be acceptable, including re-registering through UNR’s off-campus program or registering at another institution that offers the same course(s).
APPENDIX B

Student Representative to the BATC: Roles and Responsibilities

Eligibility

Doctoral representative. The student must be entering his or her 2nd-5th year in the program, and be in good academic standing.

Masters’ representative. The student must be entering his or her 2nd or 3rd year in the program, and be in good academic standing.

Term

The term is one year, beginning in the fall semester and continuing through the summer. Students may not serve more than two consecutive terms.

Conditions

As a rule, students are excluded from discussions and decisions concerning personnel matters. Exceptions to the rule will be approved by the BATC on a case-by-case basis.

Evaluation

Students will be evaluated by the BA Program Director at the end of their term.

Duties

- Attend Scheduled BATC meetings and convey relevant information to students
- Upon request, generate the BATC meeting minutes
- Canvas student opinion and raise student issues at BATC
- Attend scheduled BAP meetings
- Chair student meeting prior to BAP, and raise student issues during BAP
- Record student attendance at BAP and submit to BA office
- Conduct nominations and elections for new student representatives
- Collect “good news” items from students for BAP
- Organize and chair pre-faculty-student retreat, and assist faculty and staff with faculty-student retreat
- Organize student social events for visiting scholars
- Upon request, collect and maintain updated electronic copies of all graduate students’ (Ph.D. & M. A.) CVs. All CVs should be stored in an on-line folder (i.e., drop box) and be accessible to all BA faculty & graduate students
- Other duties as assigned by BATC to foster the continuous improvement of the BA Program
APPENDIX C

Policies Regarding Disciplinary Actions
Behavior Analysis Program

Circumstances Warranting Disciplinary Action

Disciplinary actions taken by the BATC with respect to students may pertain to such issues as:

- Unsatisfactory academic progress (e.g., failing classes, carrying less than a full load of credits, inadequate progress toward completion of degree, poor lab attendance, etc.)
- Unsatisfactory performance in a professional placement (e.g., flagrant disrespect for authority, inappropriate interactions with clients, failing to show up for work, failing to attend supervision meetings, etc.)
- Ethical violations (cheating, plagiarism, falsification of data, inappropriate relations with subordinates, inappropriate behavior with respect to clients, misrepresentation of credentials, etc.)
- Program policy violations (e.g., private consultation in local region, accepting unauthorized employment, etc.)
- Behavior unbecoming of a graduate student (e.g., excessive drinking or other substance abuse in a professional circumstance, etc.)
- Other such, circumstances as may arise.

Disciplinary Actions

Actions may include reassignment of professional placement, reassignment of advisor, loss of funding, dismissal from the Program, or other such actions as deemed reasonable and appropriate given the offense. Some such actions, and the circumstances warranting them, are specified in Student Handbooks. All materials pertinent to disciplinary action (supervisor's claim, student's response, etc.) shall be placed in the student's personnel file. These materials shall be purged from the file only if the claim is found unwarranted and no disciplinary action is thereby taken.

Proposals to Initiate Disciplinary Actions

Proposals to initiate disciplinary procedures against a student shall be brought to the BATC by the student's supervisor (i.e., the student's advisor or professional placement supervisor), or by another member of the program who has witnessed actions that potentially warrant discipline. The disciplinary action proposed, along with the reasons for it, shall be presented to the BATC in writing. Normally, such proposals shall be presented within two weeks of the alleged offense. Initial consideration of the claim shall be made by the BATC, in the absence of the student and student representatives.

Student's Response to the Claim
Some proposals to initiate disciplinary action may not result in action by the BATC. Should the BATC elect to discipline the student, however, the student shall be notified by the BATC in writing. The claim against the student shall be forwarded to the student within two weeks of the BATC's decision. The student shall be given the opportunity to prepare a statement concerning the allegations made in the claim, and to forward this statement to the BATC within two weeks of notification.

**Hearing of Arguments**

At the first available opportunity, a hearing shall be scheduled to consider the case, at which the student, as well as the relevant student representative to the BATC (or another advocate of the student's choice), shall be present. Following the hearing, at the first available opportunity, the BATC shall meet to determine whether or not the proposed disciplinary action, some other action, or no action is warranted. Neither the student nor the student's advocate shall be present at this meeting. The decision of the BATC shall be made known to the student within 24 hours of this meeting, in writing.

**Appeal of Decision**

This decision shall be regarded as binding, unless the student requests an appeal of the decision, in writing, within two weeks of the delivery of the outcome. An appeal shall be considered on the basis of corroborated evidence not contained in the original action. The appeal shall be conducted in the presence of an impartial observer, preferably a disinterested faculty member in the Psychology Department, as well as the student's advocate. If no appeal is launched within this period, the disciplinary action shall be implemented. Implementation of disciplinary action shall be suspended until the opportunity for appeal has elapsed. The outcome of the appeal, on the basis of subsequent discussion by the BATC and the impartial observer, shall be delivered to the student in writing within two weeks, after which the action shall be implemented or not implemented as determined by this discussion.

**Grievance Proceedings**

Subsequent action by the student, if not satisfied with the decision, shall be the student's responsibility. Such actions shall be conducted in accordance with the University's grievance procedures.

**Policy Regarding Student Complaints and Requests for Reconsideration Behavior Analysis Program**

Students are advised to seek solutions to problems they are encountering first with their advisor, who serves as the student's advocate to the BATC. If the student's problem is such that the advisor cannot be approached for solution, the student is advised to discuss the problem with the Program Director. In the event that neither of these attempts is successful in solving the problem, such complaints and requests for reconsideration of decisions shall be presented to the BATC in writing for resolution.
Complaints and Requests Pertinent to Individual Students

Should such actions pertain to an individual student, the student shall prepare and sign the document. The student should also indicate whether or not they wish student representatives to have access to these materials.

Complaints and Requests Pertinent to More than One Student

Should such actions pertain to more than one student, the students involved may prepare and sign the document. Students preparing such documents shall indicate whether or not they wish student representatives to have access to these materials. Alternatively, complaints may be presented to the BATC by the students' representatives.

Consideration by the BATC

Prior to consideration of these materials, the individual(s) named in the complaint shall be given access to them, and shall have an opportunity to prepare a response. Thereafter, complaints or requests for reconsideration, along with faculty members' responses, shall be considered by the BATC at the first available opportunity, with or without student representatives present, as indicated in students' materials. Upon consideration of the materials and the faculty member's response, the BATC shall meet in the absence of student representatives to consider solutions to the problem. The outcome of this discussion shall be made known to the students involved, or to the student representatives, in writing, within two weeks of the complaint.

Response to Consideration

If students are satisfied with the BATC's response to the complaint, no further action shall be required. If students are not satisfied with the response, further action may be initiated by individual or multiple students, in accordance with University grievance procedures.