

Villanova University
Department of Psychological and Brain Sciences
M.S. Program in Psychology

All students and faculty in the M.S. program in psychology should be aware of the following program policies. Please do not hesitate to contact the department chair, graduate program director, or faculty members of the Graduate Advisory Committee (G.A.C.) if you have questions or concerns about these policies, or any others, in our graduate program.

1. There are virtually no restrictions on graduate students withdrawing from courses with a WX grade until the authorized withdrawal date on the university academic calendar. However, students are strongly advised to seek guidance from their academic advisor before dropping a course. Students should also be sure they understand the distinction between dropping a course during the drop/add period and withdrawing from a course. After the authorized withdrawal date, it is the policy of both the department and the college that graduate students may not drop a course except under extraordinary circumstances (e.g., substantive non-academic reasons such as prolonged illness or serious family problems) and approval will be required from the course instructor, the departmental chairperson, and the Dean of Graduate Studies.
2. It is college policy, and graduate students are hereby advised and informed, that a minimum 3.0 cumulative grade point average is required to continue in the program. Any student who falls below a 3.0 cumulative average will be placed on academic probation. A student placed on academic probation must obtain a cumulative G.P.A. above 3.0 at the end of the following semester and must maintain a G.P.A. above 3.0 following subsequent semesters to remain in the program. However, if a student's G.P.A. falls far enough below 3.0 that it is impossible or not feasible to obtain the required level of performance following the next semester, the student will be terminated rather than placed on probation. Students placed on academic probation must consult with their academic advisor prior to the following semester.
3. Continuing the eligibility for financial support is contingent upon:
 - a. a cumulative grade point average of at least **3.20**
 - b. satisfactory completion of assistantship duties: Recipients of financial support (Graduate Assistantships or Tuition Scholarships) must perform the duties assigned to them by their faculty supervisors in a satisfactory manner. Failure to do so will result in a meeting of GAC during which written input from the student and faculty supervisor will be reviewed. GAC will make a determination regarding continued eligibility for the award.
 - c. Full-time enrollment status (i.e., 9 credits during each semester of the first year and 6 credits during each semester of the second year).
4. Department policies and procedures related to the thesis project and thesis documents are described in "Thesis Scope and Steps". Theses shall conform to the format and other specifications described in:
 - a. the psychology department document "Thesis Scope and Steps"

- b. the college document “Format for Preparation of the Master’s Thesis/Doctoral Dissertation”
 - c. The current edition of the APA Publication Manual
5. Students who do not complete their thesis by the end of the fourth semester must maintain their active status with the Department by completing a Thesis Agreement Form by September 1 of each year (available from the Psychological and Brain Sciences Department Office). This form is a contract between the student, thesis advisor, and the Department. In addition, students must register for Thesis Continuation (PSY 9080) each semester.

Last Revised: 5/2017 (MB)