

*University of Alabama at
Birmingham*

*Lifespan Developmental Psychology
Doctoral Program*

Policies, Procedures & Guidelines



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Revised: November 2009

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a. Please note: Student should consult the UAB Graduate School Policies and Procedures Manual for the most up to date Graduate School Policies. In the event of any discrepancies between this and the Graduate School manual, the UAB Graduate School Polices overrides policies within this manual.

Lifespan Developmental Psychology Program: Policies, Procedures, & Guidelines

A. Developmental Psychology Program

1. **Administration**

The Director of the Developmental Psychology Program has primary responsibility for administering the program. All core developmental faculty will be involved in the management of policies and procedures for the program, including recruitment, admissions decisions, and overall governance.

2. **Admissions**

Admission policies and procedures are overseen by the Director. A Developmental Admissions Committee will be formed each year, and will be responsible for recruiting the most qualified developmental psychology students and for balancing the interests of the developmental program with the financial resources available. This committee will meet in the early fall of the year to address recruiting issues and again in the winter to consider admissions. The timeline for application for admission to the Developmental Psychology Program is January 15. That is, the application file at the graduate school should be complete no later than January 15 for admission to the program for the following fall semester. Notification of admission will be made around April 1. The UAB guidelines for admission to graduate programs are followed.

3. **Financial Support**

There are several possible sources of support including:

Federal Research Grants	Externally Funded Predoctoral Fellowships
Federal Training Grants	The Civitan International Research Center
University Fellowships	Center for Research on Applied Gerontology
Center for Aging	Teaching Assistantships

One especially important source of student support is from research assistantships on faculty research grants. The Developmental Psychology Program is based on a research mentor model, making research assistantships on faculty research grants a natural and essential component of this program.

Students are encouraged to write grant proposals for externally funded predoctoral fellowships to provide themselves support during their dissertation year. National Institutes of Health (NIH), National Science Foundation (NSF), Department of Transportation (DOT), and private foundations provide such funds and students are encouraged to consult with their mentor and Program Director for opportunities to pursue such funding.

The Developmental Psychology Program currently has funding for a maximum of four fellowships, two from the UAB Graduate School, and two from the School of Social and Behavioral Sciences. Because the course load is necessarily heavy in the first-year curriculum, new students are supported by these fellowships during their first year. They are supported by other sources in their subsequent years when the course load is somewhat lighter and when they have more laboratory experience.

B. Master's Thesis: Steps for Completion for Plan I (Research)

1. **Steps Prior to Master's Proposal: Developmental of a Research Problem**

As mentioned previously, based on research interests and the availability of funds, students will be given names of possible mentors. During their first 1-2 years the student will complete a research project under the supervision of this faculty member. This project will fulfill the requirement for the Master's thesis. The student will not bear responsibility for designing an original project; i.e., in most cases this project will be a part of the mentor's ongoing research program. Secondary data analysis is acceptable as long as it represents independent thoughts and contributions by the student. Ideally, the mentor and student will decide among several possible projects for the student.

As per the Department of Psychology policy regarding human and/or animal research, when a student agrees to work on an approved study and be involved in "the design, conduct, analysis, or reporting of research" or will obtain consent from human participants on a study, the student's name should **immediately be placed on the research protocol by the Principal Investigator prior to the student performing any research related activities.** (See pages 28-29 for a copy of the Department of Psychology policy.)

2. **Master's Thesis Committee (*Graduate Study Committee*)**

This committee should consist of at least three (3) Graduate School Faculty members; the Chair plus two other members. One member must be from outside the student's graduate specialization. In some instances faculty within the Psychology Department who had expertise and perspectives clearly distinct from Developmental, have been appointed as "outside specialty" members. The committee is subject to approval by the Program Director and the Graduate School Dean.

The Master's Thesis committee members are selected in consultation with the committee chair and the program director. The program director must appoint the committee through the graduate school before the student can register for Master's Thesis Research (PY 699), and this must occur at least one semester before the M.A. is to be received.

Student should print the Graduate Study Committee Letter for completion with their mentor prior to requesting approval, signature and submission by the Program Director. The form may be found at <http://main.uab.edu/Sites/gradschool/students/current/forms/#complete> Once the Program Director has signed the form, a copy must be given to Pam Gore (CH 415) for the student's file, prior to submission to the Dean.

After approval of the *Graduate Study Committee* had been received from the Graduate School, the student should schedule meetings as necessary to develop the research problem.

3. **Role of Committee Members**

Role of the Thesis Chairperson: A thesis chairperson agrees to supervise the student's

thesis or project research in a specific problem area that falls within his/her area of professional expertise. It is important for the student and advisor to agree upon a tentative timeline, taking into account future plans of both parties (sabbaticals, leaves of absence, changes in employment, etc.).

It is the responsibility of the chairperson to ensure that a thesis or project proposal of professional quality is presented to the thesis/project committee. The thesis/project proposal should contain:

- A. **INTRODUCTION** ~ A complete up-to-date review of the literature, a statement of the research problem, and an explicit statement of the hypotheses to be tested.
- B. **METHOD** ~ A description of the methodology to be used in the collection of the data.
- C. **RESULTS** ~ Proposed Statistical Analyses
- D. **DISCUSSION** ~ A statement of the theoretical and/or practical importance of the research.

The chairperson is responsible for supervising the collection of data. Supervision of research technique and advice concerning professional and ethical problems may be required.

The chairperson assumes the responsibility for the quality of the final written product with consultation from other committee members as appropriate. The thesis should meet the professional standards of the chairperson and the committee prior to being scheduled for defense and prior to submission to the Director of the Developmental Psychology Program and the Graduate School. The thesis should be in the format outlined by the UAB Graduate School, "Dissertation and Thesis Guide".

Role of the Other Committee Members: Other committee members serve as consultants with expertise related to the thesis problem. While they may be called upon for advice and counsel, major responsibility for the quality of the thesis proposal and final write-up of the thesis problem resides with the student and the committee chairperson.

4. IRB and/or IACUC Approval Obtained

All Psychology students, undergraduate and graduate, conducting human subject participants research under the auspices of the UAB Department of Psychology are required to obtain appropriate research approvals, including IRB training, from the UAB Institutional Review Board.

Students are responsible for ensuring their name is immediately added to the research protocol prior to performing any work on the study. (See page ___ for a complete copy of the Department of Psychology policy regarding Human Research.) A copy of the IRB application and/or amendment and approval should be forwarded to Pam Gore (Bethany@uab.edu) as a pdf document for the student's file.

Please note: Student's who have questions or concerns regarding human subject research, should contact Mary Frances Thetford, the departmental liaison, and not the IRB. (mthetford@uab.edu or 934-8728)

5. Admission to Candidacy

Request for admission to candidacy is a formal process and admission must take place no later than one semester before the expected graduation. Before being admitted to candidacy, student must complete the *Application for Admission to Candidacy for the Master's Degree* and the *Research Compliance Verification* forms with attached photocopies of the appropriate assurance letter. Students must be admitted to candidacy before they can register for thesis research hours (i.e. 699). Forms are available online at <http://main.uab.edu/Sites/gradschool/students/current/forms>

Student should print the *Application for Admission to Candidacy for the Master's Degree* and the *Research Compliance Verification* forms for completion with their mentor prior to requesting approval, signature and submission by the Program Director. Once the Program Director has signed the forms, copies of both forms and the IRB approval must be given to Pam Gore (CH 415) for the student's file, prior to submission to the Dean.

6. Application for Degree

Candidates must signify their intention to complete the requirements for degree by a particular graduate date by submitting a completed *Application for Degree* form. The form must be received in the Graduate School Records Office no later than 3 weeks into the semester of expected graduation. Students must be registered for at least 3 semester hours of graduate work in the semester they plan to graduate. Forms are available online at <http://main.uab.edu/Sites/gradschool/students/current/forms>

Student should print and complete the *Application for Degree* form prior to requesting approval, signature and submission by the Program Director. Once the Program Director has signed the form, a copy of the form must be given to Pam Gore (CH 415) for the student's file, prior to submission to the Graduate School Records Office.

7. Request for Thesis Approval Forms

No later than 2 weeks (10 business days) prior to your public defense, candidates must request the *Thesis Approval Forms*. Approval forms cannot be completed before the Graduate School has received your application for degree. The committee members on your approval forms must exactly match those on your official records. If any member of your committee has changed, that change must be submitted on an official *Change of Graduate Study Committee* Form before you request your approval forms.

8. Defense of Master's Thesis

The date of the Master's Thesis defense needs to be scheduled with the Master's Thesis Committee and the Program Director at least 3 weeks in advance. The defense date must be at least 30 days before the expected date of graduation. Plan I candidates must be registered for at least 3 semester hours of graduate work in the semester during which degree requirements are completed.

The time, date and location of the defense are reported to the Graduate School via the

online *Request for Thesis or Dissertation Approvals* form (submitted at least 10 days before the public defense) and allows for the attendance of the Graduate School Dean. A public announcement of the defense is to be made to the Psychology Department (through e-mail and/or signs posted in appropriate campus buildings) at least 2 weeks in advance. An ad announcing the date and time should also be placed in the UAB Reporter.

Preceding the formal defense of the thesis with committee members, students present publicly their research findings via a colloquium format, typically of 30 - 45 minute duration. A brief (5 - 10 minute) question and answer session follows the presentation. Then, the student meets exclusively with committee members for a more formal defense of the thesis.

9. AFTER the Public Defense

- A. No later than 2 weeks (10 business days) following the public defense, a PDF must be submitted to the Graduate School for final review. The Graduate School is responsible for ensuring the final version meets the physical standards required of a permanent, published document and for adherence to the requirements stated in the *UAB Format Manual*, available at http://www.uab.edu/graduate/theses_dissertation/FormatManual.pdf
- B. The *UAB Publication Agreement* form should be completed and submitted online. Additional information concerning completing the final steps of the publication process is available online at <http://main.uab.edu/sites/gradschool/students/current/theses/>
- C. Master's students submit the *Approval Form* signed by each committee members and the Program Director.
- D. Candidates are recommended for the master's degree by the graduate study committee and Program Director. This recommendation must be received no later than 20 days before the end of the semester in which the candidate is expected to complete all degree requirements.

10. Summary of Steps Toward the Master's Degree (Plan I)

- A. Appointment of *Graduate Study Committee*
- B. IRB approval obtained
- C. Admission to Candidacy
- D. Application for Degree
- E. Production of Preliminary Version of Thesis
- F. Thesis defense
- G. PDFs of Thesis (Graduate School and Pam Gore)

C. Teaching Practicum

The Developmental Psychology Faculty believes that preparation and actual experience in undergraduate classroom teaching is an important aspect of preparing graduate students for a professional career in Developmental Psychology. The six credit hours of PY 796, Practicum in the Teaching of Psychology, is required in the Developmental Psychology Program. All students are strongly encouraged to teach at least two classes during their third and fourth years in the program. Students may wish take the Graduate School Professional Development Course, GRD 705, "Teaching at the College Level and Beyond", which is usually offered in the Spring semester.

Students are allowed to teach PY 212 or PY 312 without the Developmental Program Director's approval. Student may teach other 300 or 400 level basic courses with approval from the Developmental Program Director.

1. Steps Prior to Teaching Practicum

As part of compiling the teaching schedule for the next year, Dr. Karlene Ball, Chairperson of the Department of Psychology, sends a memo to all graduate students concerning their interest in teaching the next year. During the fall or spring semester of the student's second year the student should consult with his or her mentor and Dr. Ball concerning which undergraduate course may serve as the practicum course and the availability of this course in the prior term for observation.

2. First Semester of Practicum Year (Take 3 credit hours of PY 796)

- A.** In the first semester of the third year, each student should arrange to serve as a T.A. for the class he or she will be teaching in the second semester. In addition, early in this semester, students should schedule a ~~brief~~ 2-hour meeting with Dr. Carl McFarland to discuss undergraduate teaching. Other meetings may be scheduled as needed.
- B.** The Graduate School also offers training courses in teaching that many students have found helpful. These are free of charge. Contact the Graduate School for additional information.
- C.** Prepare a syllabus and a plan for the course. Focus time on writing lectures. If needed, students should schedule a meeting with Dr. McFarland for feedback and advice on preparation of lectures.

3. Second Semester of Practicum Year (Take 3 credit hours of PY 796)

- A.** Students will have responsibility for teaching an undergraduate course.
- B.** Dr. McFarland and one other faculty member to be identified by the student will observe one class, take notes, and provide the student with feedback. Students teaching more than one class should speak with Dr. McFarland about observing a lecture in order to assess improvements and provide additional feedback.

D. Doctoral Dissertation: Steps for Completion for Plan I (Research)

1. Steps Prior to Comprehensive or Qualifying Exams

- A. Formation of Dissertation committee in consultation with mentor and Program Director.
- B. Dissertation Committee approved review paper topic.

2. Doctoral Dissertation Committee

This committee should consist of at least five (5) Graduate School Faculty members (as defined by its web site); the Chair plus four other members. At least three (3) members should be from the Developmental Psychology Program. Faculty members of the Developmental Psychology Program include primary and secondary faculty members who are involved with developmental psychology students with regard to teaching, active and ongoing research and funding, and thesis/dissertation committee work. Two members need to be outside the student's area of graduate specialization. It is preferred that these members be from outside the Psychology Department. In some instances faculty within the Psychology Department who have expertise and perspectives clearly distinct from Developmental, have been appointed as "outside specialty" members. Please keep in mind that the committee is subject to approval by the Program Director and the Graduate School Dean

The Doctoral Dissertation committee members are chosen by the student, with consultation and approval from the Committee Chair, Developmental Psychology Program Director and the Graduate School Dean. The program director must appoint the committee through the graduate school before the student can register for Dissertation Research (PY 799), and this must occur at least one semester before the Ph.D. is to be received.

Student should print the *Graduate Study Committee Letter* for completion with their mentor prior to requesting approval, signature and submission by the Program Director. The form may be found at <http://main.uab.edu/Sites/gradschool/students/current/forms/#complete> Once the Program Director has signed the form, a copy must be given to Pam Gore (CH 415) for the student's file, prior to submission to the Dean.

After approval of the *Graduate Study Committee* had been received from the Graduate School, the student should schedule meetings as necessary to discuss their research.

3. Role of Committee Members

A. Role of Committee Members

Dissertation Chairperson. The chairperson agrees to supervise the student's dissertation research in a specific problem area that falls within his/her professional expertise. It is important for the student and advisor to agree upon a tentative timeline, taking into account future plans of both parties (sabbaticals, leaves of absence, changes in employment, etc.)

It is the responsibility of the chairperson to ensure that a dissertation proposal of professional quality is developed in consultation with the Dissertation Committee.

The chairperson is responsible for supervising the collection of data. Supervision of research technique and advice concerning professional and ethical problems may be required.

The chairperson assumes responsibility for the quality of the final written product. The dissertation should meet the professional standards of the chairperson and department.

Other Committee Members. Committee members are viewed as consultants with expertise related to the dissertation problem. While they may be called upon for advice and counsel, major responsibility for the quality of the dissertation proposal and the final write-up of the dissertation problem resides with the student and the committee chairperson.

4. Comprehensive or Qualifying Exams

The comprehensive exam requirement of the graduate school is intended to broaden the student's expertise beyond their identified research area. The "comprehensive exam" will consist of a review paper. This paper is meant to, and should represent a substantial effort from the student. The paper should be a hybrid of the traditional Psychological Bulletin and Psychological Review formats (i.e., presenting a new conceptual framework and reviewing existing literature). The paper should ideally result in a conceptual model that can guide future research. It is not sufficient to descriptively review existing studies in a given domain; the paper should critically review the literature and integrate issues in the elaboration or development of a conceptual model. It is essential that the student integrate related areas into the work in which he or she is engaged. The dissertation committee and any ad hoc committee members invited by the Committee Chair to provide required expertise will read the paper. The student and committee will meet in a closed session to discuss the paper, if this is deemed appropriate by the committee. The committee will have the option of requesting that the student revise the paper if, in their judgment, the requirement has not been fulfilled adequately. The review paper may form the basis for the student's dissertation proposal. If so, it may be reviewed as a part of the proposal meeting rather than in a separate session.

The student's dissertation committee and the Program Director will have the responsibility for approving the student's proposal for completing the qualifying process.

Students must be registered for at least three (3) semester hours of graduate work during the term in which the comprehensive examination is taken.

5. Dissertation Proposal

A. Committee meetings as necessary to develop the research problem for dissertation.

The student should complete their review paper before fully developing their dissertation proposal. The logic of this is that often the review paper will lead to new conceptualizations of research issues. In turn, the review paper may be shortened and used as the introduction to the dissertation

B. Dissertation proposal written in the format of an NIH grant

The student should precisely follow the NIH guidelines for preparing such an application. For example, students should follow the page limitations, and also fill out all the forms of the PHS 398 packet, including the budget. The proposal should include a thorough review of the literature and should clearly delineate the specific aims of the project as well as the hypotheses to be tested. The Developmental Psychology Faculty feel that this is an important exercise because students will need grant-writing skills during their careers. This format has also been chosen because it could lead to a predoctoral fellowship submission that would provide financial support to the student. If necessary, students may be asked by their dissertation committees to submit additional written material to amplify certain aspects of the proposed research not discussed in detail in the grant proposal. Secondary data analysis for the dissertation will only be acceptable in instances where the proposed analysis represents the independent ideas of and substantial contributions by the student.

Students are strongly encouraged to submit a predoctoral fellowship application to NIH, NSF, or other government or private agency, to help support their dissertation research. Although this is not a requirement of the developmental program, it seems in the best interest of both the student and the program to encourage this type of activity. The decision to prepare a predoctoral fellowship application will be made by the advisor and student. The Graduate School offers a professional development seminar (usually in the Fall) to help in this regard, “GRD 706 Grant and Fellowship Writing 101: How to Obtain Funding”

Plan for research project should be presented to the Dissertation Committee (at least two (2) semesters before desired graduation date). The Program Director should be informed of the proposal meeting date and time at least three (3) weeks in advance.

The Dissertation Committee recommends approval of the research project.

6. Admission to Candidacy

After passing the comprehensive examination, and satisfying program requirements, and a *Graduate Study* Committee has been approved, the Dissertation Committee and Program Director recommend admission to candidacy. Admission to candidacy must take place at least two regular terms before the expected completion of the doctoral program. Students must be admitted to candidacy before they can register for dissertation research hours (i.e., PY 799).

7. IRB and/or IACUC Approval Obtained

All Psychology students, undergraduate and graduate, conducting human subject participants research under the auspices of the UAB Department of Psychology are required to obtain appropriate research approvals, including IRB training, from the UAB Institutional Review Board.

Students are responsible for ensuring their name is immediately added to the research protocol prior to performing any work on the study. See pages 28-29 for a complete copy of the Department of Psychology policy regarding Human Research.

Please note: Student's who have questions or concerns regarding human subject research, should contact Mary Frances Thetford, the departmental liaison, and not the IRB. (mthetford@uab.edu or 934-8728)

8. Application for Degree

Candidates must signify their intention to complete the requirements for degree by a particular graduate date by submitting a completed *Application for Degree* form. The form must be received in the Graduate School Records Office no later than 3 weeks into the semester of expected graduation. Students must be registered for at least 3 semester hours of graduate work in the semester they plan to graduate. Forms are available online at <http://main.uab.edu/Sites/gradschool/students/current/forms>

Student should print and complete the *Application for Degree* form prior to requesting approval, signature and submission by the Program Director. Once the Program Director has signed the form, a copy of the form must be given to Pam Gore (CH 415) for the student's file, prior to submission to the Graduate School Records Office.

9. Request for Dissertations Approval Forms

No later than 2 weeks (10 business days) prior to your public defense, candidates must request the *Dissertation Approval Forms*. Approval forms cannot be completed before the Graduate School has received your application for degree. The committee members on your approval forms must exactly match those on your official records. If any member of your committee has changed, that change must be submitted on an official *Change of Graduate Study Committee* Form before you request your approval forms.

10. Defense of Doctoral Dissertation

The date of the Doctoral Dissertation defense needs to be scheduled with the Dissertation Committee and the Program Director at least 3 weeks in advance. The defense date must be at least 30 days before the expected date of graduation. Plan I candidates must be registered for at least 3 semester hours of graduate work in the semester during which degree requirements are completed.

The time, date and location of the defense are reported to the Graduate School via the online *Request for Thesis or Dissertation Approvals* form (submitted at least 10 days before the public defense) and allows for the attendance of the Graduate School Dean. A public announcement of the defense is to be made to the Psychology Department (through e-mail and/or signs posted in appropriate campus buildings) at least 2 weeks in advance. An ad announcing the date and time should also be placed in the UAB Reporter.

11. AFTER the Public Defense

- A. No later than 2 weeks (10 business days) following the public defense, a PDF must be submitted to the Graduate School for final review. The Graduate School is responsible for ensuring the final version meets the physical standards required of a permanent, published document and for adherence to the requirements stated in the *UAB Format Manual*, available at http://www.uab.edu/graduate/theses_dissertation/FormatManual.pdf
- B. There is a \$65.00 charge, paid online at the time of submission.
- C. The *UAB Publication Agreement* form should be completed and submitted online. Additional information concerning completing the final steps of the publication process is available online at <http://main.uab.edu/sites/gradschool/students/current/theses/>
- D. Dissertation students submit the *Approval Form* signed by each committee members and the Program Director.
- E. Candidates are recommended for the doctoral degree by the graduate study committee and Program Director. This recommendation must be received no later than 20 days before the end of the semester in which the candidate is expected to complete all degree requirements. Candidates must be in good academic standing to graduate, with no temporary grades for courses required for the degree on their transcripts.
- F. Any outstanding financial obligations to the university must be paid prior to degree being awarded.

12. Summary of Steps Toward the Doctoral Degree (Plan I)

- A. Appointment of *Graduate Study Committee*
- B. *Passing Comprehensive Examination*
- C. IRB approval obtained
- D. Admission to Candidacy
- E. Application for Degree
- F. Production of Preliminary Version of Thesis
- G. Thesis defense
- H. PDFs of Thesis (Graduate School and Pam Gore)

E. Annual Evaluation Review and CVs Policy

The progress of each Developmental Psychology student is reviewed by the Developmental Psychology Faculty once each academic year (currently done in June). The student provides the Developmental Psychology administrative associate the following written materials before the review: (a) a current curriculum vitae, including publications, in press and submitted manuscripts, conference presentations, and research activities, and (b) a current progress summary form completed jointly by the student and mentor. The Annual Evaluation Review form will be distributed to students by Pam Gore. However, the review form can be found at the end of this manual. **NEW REQUIREMENTS: Beginning in January 2010, all students will be required to submit an updated evaluation report and CV by the 15th of January, April, June (the June evaluation must be signed by your mentor), and September.**

Students are to schedule an appointment with their mentor to review progress in the last year and to complete a proposed schedule for the next two years, at the end of the Spring term, but prior to June 15.

F. Grading Policy

The grading policy is as follows:

Receipt of Grades C or F:

1. Receipt of a grade of C or F does not count as credit toward a degree. The receipt of a grade of C or F in a required course necessitates that the student re-take the course. Receipt of a second grade of C or F in a required course that is repeated results in termination from the program.
2. Receipt of a grade of C or F in two or more required courses results in termination from the program.
3. Students receiving a C in an elective course are not required to re-take the course in which the grade was received.
4. Students receiving an F in a developmental course must re-register and re-take the course in which the grade was received.

Courses graded on a Pass-Non-pass Basis:

It is a policy of the Graduate School that P-NP (Pass-Non-pass) graded courses must be approved in advance and listed as such in the class schedule. PY 798 (Pre-doctoral Research) and PY 799 (Doctoral Dissertation Research) are examples. Letter grades may not be assigned in P-NP courses. Receipt of an NP will place students on academic probation (unless the NP is offset by a P), but is not calculated in the student grade point average.

Receipt of the Grade of I:

The computer in the Registrar's Office automatically converts an I (incomplete) to F (Fail) if the I is not changed before the end of the next semester. In order for an I to be changed to a satisfactory grade, the course requirements must be met before the end of the following semester in which the course is taken.

G. Leave of Absence Policy

A leave of absence will be considered on a case-by-case basis. A leave of absence must be for serious and substantial reasons. A *Request for Leave of Absence* form must be printed and completed. (<http://main.uab.edu/Sites/gradschool/students/current/forms/>) Requests for leave of absence must be submitted to the student's mentor, the Developmental Psychology Program Director, and the Graduate School, in that order.

Re-entry must be negotiated at the time a leave is requested. Per Graduate School policy, a student who is absent for more than one year must complete an *Application for Readmission to Graduate Degree Program* form.

(<http://main.uab.edu/Sites/gradschool/students/current/forms/>) Students are eligible to use this form if they meet the following criteria:

1. Student was admitted to a UAB Graduate Degree-Seeking Program within the last five (5) years, and
2. Student has not registered for courses for one academic year (3 semesters) or more BUT has registered for and successfully passed at least one graduate course at UAB after being admitted to a UAB Graduate Degree-Seeking Program, and
3. Student has not attended any other university or college in the interim, and
4. Student wishes to return to the graduate program to which he/she were earlier admitted

H. Length of Time Permitted for Degree Attainment

The length of time permitted from entry into the Program to degree attainment before re-certification, such as re-examination or additional coursework required is **5 years for master’s and 7 years for doctoral student. Courses taken more than 5 years (master’s) or 7 years (doctoral) before graduation may not be applied toward a degree without the approval of the graduate program director and graduate dean.** The most desirable scenario is for students to complete the program in 4-5 years.

I. Benchmarks, Probation and/or Dismissal Policy

Failure to meet minimally adequate benchmarks is grounds for the LDPP to place student on program probation. The LDPP has established the following benchmarks for student progress through the program:

By end of Year ...	Recommended Progress is:	Minimally Adequate Progress is:
1	Thesis area identified Thesis proposal defended	
2	Thesis data collected Thesis defended	Thesis area identified Thesis proposal defended
3	Dissertation area identified Dissertation proposal defended	Thesis data collected Thesis defended
4	Dissertation data collected Dissertation defended Graduation	Dissertation area identified Dissertation proposal defended
5		Dissertation data collected
6		Dissertation defended Graduation

Notes:

- For students coming into the program with a Masters, it is recommended they graduate within three years.
- These are suggested guidelines, and individual circumstances are also considered when evaluating student progress.

Probation: A student may be placed on probation by the LDPP for reasons related to academic performance, professional conduct, interpersonal conduct within the department and/or graduate college, or failure to meet the expected benchmark dates as outlined above. When a student is placed on probation, a letter from the LDPP is sent to the student and the Graduate School, where it will become an official part of the student’s record. The LDPP will follow the same procedure for removing the student from probation.

A student who is placed on probation must be informed as to the reasons for probation. He/She must be given a deadline by which time the situation, grade, condition, or behavior is to be remedied. He/She will also be given feedback pertaining to specific areas requiring change. If the deadline is not met, the decision to extend the deadline or dismiss the student from the program is at the discretion of the LDPP.

Dismissal: A student can be dismissed from the program after failing to successfully reconcile the grounds for probation. Students may also be dismissed from the program for unethical conduct or behaviors committed to the extent that their further participation in the program is detrimental to themselves, others, and/or the integrity of the Lifespan Developmental Psychology Program or profession of psychology. In this respect, students may be dismissed from the program without being first placed on probation.

Required Coursework (Minimum of 100 hrs)

A. Developmental Psychology	B. Research Design and Statistics	C. General Psychology and Related Disciplines	D. Teaching	E. Research
<i>21 hrs</i>	<i>15 hrs</i>	<i>9 hrs</i>	<i>6 hrs</i>	<i>48 hrs (any combination)</i>
708 Developmental Psychology	716 Intro Stat	753 Overview Behavioral Neuroscience	796 Practicum	
729 Adolescent Development	717 Applied Stat	Elective C choose 2 from:	796 Practicum	698 Premasters
785 Psychology of Aging	719 Multivariate Stat	704 Social Psychology		
710 (x3) Contemporary Issues	Elective B choose 1 from:	720 Human Neuropsychology		699 Masters
Elective A Choose 3 from:	727 Longitudinal Data Analysis	730 Seminar in Cognitive Science		798 Predoctoral
711 Seminar in Cognitive Development	718 Research Design	731 Health Psychology I		
712 Seminar in Social Development		732 Health Psychology II		799 Doctoral
713 Seminar in Language Development		706 Sensory & Perceptual Processes		
741 Developmental Bases of Personality & Psychopathology		702 History & Systems		
783 Developmental Disabilities		707 Cognition		
2 of the 3 Elective A's can choose from:		*Other courses may apply with written permission of Program Director		
GER 540/BY280 Biology of Aging		703 Theories of Personality		
GER 610/HCO610 Health and Economics of Aging		PY 740 Personalities and Psychopathology		
GER 655/SOC655 Minority Aging		PY 791 Cognitive Brain Imaging		
GER 759/SOC759 Social Gerontology				
PY 764 Cognitive Assessment: Child and Adult		HCO 611 Child Health Development: Womb to Young Adult		
*Other courses may apply with written permission of Program Director				

Semester Plan (Full time status is minimum of 9 hrs/semester)

Year 1 (May need 32 hours in first year based on funding source)

Fall Semester

PY 716 Introduction to Statistics	4 hrs.
PY 708 Developmental Psychology	3 hrs.
PY 710 Cont. Issues in Devel. Psychology	1 hr.
PY 753 Overview of Behavioral Neuroscience	4 hrs.

Spring Semester

PY 717 Applied Statistical methods	4 hrs.
PY 710 Cont. Issues in Devel. Psychology	1 hr.
PY 698 or Elective A, B or C	4+ hrs.

Summer Semester

PY 710 Cont. Issues in Devel. Psychology	1 hr.
PY 698 and/or Electives A or C	total of 9 hrs.

Year 2 (27 hours minimum for full time status– Must have at least 9 hours each semester)

Fall Semester

PY 719 Multivariate Statistical Methods	4 hrs.
PY 710 Cont. Issues in Devel. Psychology	1 hr.
PY 699 Master's Thesis Research	4 hrs.

Spring Semester

PY 729 Seminar on Adolescent Development	3 hrs.
PY 785 Psychology of Aging	3 hrs.
PY 699 Master's Thesis Research	3 hrs.

Summer Semester

PY 699 and/or Electives A, B, or C	total of 9 hours
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Year 3 (27 hours minimum for full time status– Must have at least 9 hours each semester)

Fall Semester

PY 796 Practicum in Teaching of Psychology	3 hrs.
PY 798 Predoctoral Degree Research	3 hrs.
Elective A, B or C	total of 3 hrs.

Spring Semester

PY 796 Practicum in Teaching of Psychology	3 hrs.
PY 798 Predoctoral Degree Research	3 hrs.
Elective A, B or C	total of 3 hrs.

Summer Semester

PY 798 Predoctoral Degree Research	total of 9 hrs.
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Year 4 (27 hours minimum for full time status– Must have at least 9 hours each semester)

Fall Semester

PY 799 Doctoral Dissertation Research	6 hrs.
Elective A, B, or C.	total of 3 hrs.

Spring Semester

PY 799 Doctoral Dissertation Research	6 hrs.
Elective A, B, or C	total of 3 hrs.

Summer Semester (If needed)

PY 799 Doctoral Dissertation Research	total of 9 hrs.
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Course Requirement Distribution:

The course requirements can be completed in 4 years. However, the time it takes to earn the Ph.D. depends primarily on progress in research and completion of the thesis and dissertation. Below are planned course offerings

Fall Semester in Even Years, i.e., 2010, 2012, 2014, 2016, etc.

PY 708	Developmental Psychology
PY 710	Seminar in Contemporary Issues
PY 716	Introduction to Statistics
PY 753	Overview Behavioral Neuroscience
PY 719	Multivariate Statistical Methods
PY 727	Longitudinal Data Analysis

Spring Semester in Even Years

PY 710	Seminar in Contemporary Issues
PY 717	Applied Statistical Methods
PY 741	Developmental Bases of Personality & Psychopathology
PY 783	Developmental Disabilities
PY 785	Psychology of Aging

Summer Semester in Even Years

PY 710	Seminar in Contemporary Issues
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Fall Semester in Odd Years, i.e., 2009, 2011, 2013, 2015, etc.

PY 708	Developmental Psychology
PY 710	Seminar in Contemporary Issues
PY 713	Seminar in Language Development
PY 716	Introduction to Statistics
PY 719	Multivariate Statistical Methods
PY 753	Overview Behavioral Neuroscience

Spring Semester in Odd Years

PY 704	Social Psychology
PY 710	Seminar in Contemporary Issues
PY 712	Seminar in Social Development
PY 717	Applied Statistical Methods
PY 720	Human Neuropsychology
PY 729	Seminar in Adolescent Development
PY 785	Psychology of Aging

Summer Semester Every Year

PY 732	Health Psychology II
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When Offered

PY 702	History & Systems
PY 703	Theories of Personality
PY 706	Sensory & Perceptual Processes
PY 707	Cognition
PY 711	Seminar in Cognitive Development
PY 718	Research Design
PY 731	Health Psychology I
GER540	Biology of Aging
GER610	Health and Economics of Aging
GER655	Minority Aging
GER759	Social Gerontology

Lifespan Developmental Psychology Program Annual Evaluation Form

<i>STUDENT NAME:</i>	<i>CURRENT SEMESTER: (e.g., Fall 2009):</i>
MENTOR:	DATE ENTERED PROGRAM:
Month/Year Master's Received:	LAST Undergraduate College/University:
List Date and Degrees Earned:	

I. PROGRESS TOWARDS COURSE REQUIREMENTS

Course #	Course Title	Credits	Semester Completed
<i>A. Developmental Psychology</i>		<i>21 required hours</i>	
PY 708	Developmental Psychology	3	
PY 729	Seminar on Adolescent Development	3	
PY 785	Psychology of Aging	3	
PY 710	Seminar in Contemporary Issues	1	
PY 710	Seminar in Contemporary Issues	1	
PY 710	Seminar in Contemporary Issues	1	
	Elective A (please specify):	3	
	Elective A (please specify):	3	
	Elective A (please specify):	3	
<i>B. Research Design and Statistics</i>		<i>15 required hours</i>	
PY 716	Introduction to Statistics	4	
PY 717	Applied Statistical Methods	4	
PY 719	Multivariate Statistical Methods	4	
	Elective B (please specify):	3	
<i>C. General Psychology and Related Disciplines</i>		<i>10 required hours</i>	
PY 753	Overview of Behavioral Neuroscience	4	
	Elective C (please specify):	3	
	Elective C (please specify):	3	
<i>D. Teaching</i>		<i>6 required hours</i>	
PY 796	Practicum	3	
PY 796	Practicum	3	
<i>E. Research</i> (Note: The graduate school requires admission to candidacy in order to register for PY 699 or PY 799. You must be admitted to candidacy at least one semester prior to obtaining your Master's degree and at least two semesters prior to your Doctoral degree)		<i>48 required hours (any combination)</i>	
PY 698	Pre-masters		(Enter total hrs)
PY 699	Masters		(Enter total hrs)
PY 798	Pre-doctoral		(Enter total hrs)
PY 799	Doctoral		(Enter total hrs)

Teach Practicum: List class(s) taught	
Formed an approved dissertation committee (<i>Chaired by the student's mentor and includes at least 4 other graduate faculty members, two of whom should be from outside the graduate specialization</i>) ~ Signed form given to Pam Gore for submission	
List Dissertation Committee Members: Student's Mentor Graduate School Faculty Member Graduate School Faculty Member Faculty Member outside of the Developmental specialization Faculty Member outside of the Developmental specialization	
Review paper (<i>Comprehensive Examination</i>) completed and approved by committee	
Dissertation proposal approved by committee	
Applied for Doctoral degree candidate status (<i>must be done at least two semesters prior to graduation</i>)	
Admission of Candidacy for Doctoral Degree Granted (<i>must take place at least 2 regular terms before expected completion of the doctoral program</i>) ~ Signed forms given to Pam Gore for submission	
PDF copies of IRB/IACUC Application and Approval Letter sent to Pam Gore ~ Bethany@uab.edu	
Applied for Doctoral degree (<i>Must be done within the first 3 weeks of the term of expected graduation</i>) ~ Signed forms given to Pam Gore for submission	
Request for Dissertation Approval Forms (<i>no later than 10 business days prior to your public defense</i>)	
Dissertation defended and approved by Graduate School	
PDF copy of Dissertation sent to Pam Gore ~ Bethany@uab.edu	

IMPORTANT REMINDERS

The progress of each Developmental Psychology student is reviewed by the Developmental Psychology Faculty once each academic year (currently done in June). The student provides the Developmental Psychology administrative associate the following written materials before the review: (a) a current curriculum vitae, including publications, in press and submitted manuscripts, conference presentations, and research activities, and (b) a current progress summary form completed jointly by the student and mentor. The Annual Evaluation Review form will be distributed to students by Pam Gore. However, the review form can be found at the end of this manual.

NEW REQUIREMENTS: Beginning in January 2010, all students will be required to submit an updated evaluation report and CV by the 15th of January, April, June (the June evaluation must be signed by your mentor), and September.

Students are to schedule an appointment with their mentor to review progress in the last year and to complete a proposed schedule for the next two years, at the end of the Spring term, but prior to June 15.

GRADUATING SENIORS:

In order for the Program to file accurate reports with the Graduate School, in order to continue funding for future years, please remember to send Pam Gore the following information:

- (A) Update your Annual Evaluation Form and turn it in ~ only your signature is needed
 - (B) Send Pam information regarding your first job, after graduation
 - (C) Keep Pam current on your contact information ~ your information will be included for up to three years after your graduate.
-

For Section III: Research Progress, please add additional pages a needed.

III. Research Progress (TO BE COMPLETED WITH MENTOR)

1. In a few sentences, describe your research progress during the academic semester just completed. Please include publications and presentations.

2. Describe your progress toward completing your Masters thesis, Review Paper, or Dissertation in the past semester.

3. Briefly describe your specific goals and plans for progress in the upcoming academic semester.

4. Are there any special needs, circumstances, or conditions anticipated in the next year that may impede progress and should be shared among the mentor, student, and director (e.g., sabbatical leave by mentor, pregnancy leave)

5. Please list citations for any publication(s) which are in preparation, submitted for review, in press, or published where you are listed as an author since your last progress report. If you have previously listed the publication but there has been a change in the status, please note the change. Please e-mail a PDF copy of any published articles to Pam Gore at Bethany@uab.edu. Do not write in “see CV”.

6. Please list citations for any publication(s) which are in preparation, submitted for review, in press, or published where you are listed as an author since your last progress report. If you have previously listed the publication but there has been a change in the status, please note the change. Please e-mail a PDF copy of any published articles to Pam Gore at Bethany@uab.edu. Do not write in “see CV”.

III. Research Progress
(TO BE COMPLETED WITH MENTOR)

7. Please list citations for any presentations you have made or have been listed as an author on since your last progress report. Make sure to include both the month and year of presentation. Please indicate if the venue is considered an international, national, regional or a local/community venue.
8. Please list any scholarship and/or grant applications (internal and external) you have submitted ~ regardless if award was made or denied. Include the following: Funding Source, PI if other than yourself, Title, Beginning and End Dates, Total Funds. Please send PDF copy of all applications and award notices (if applicable) to Pam Gore – Bethany@uab.edu for all submissions.
9. Please list any dissertation fellowship applications (internal and external) you have submitted ~ regardless if award was made or denied. Include the following: Funding Source, PI if other than yourself, Title, Beginning and End Dates, Total Funds. Please send PDF copy of all applications and award notices (if applicable) to Pam Gore – Bethany@uab.edu for all submissions.

Signature of Student

Date

Signature of Mentor

Date

HARD DEADLINE –
SIGNED EVALUATIONS DUE NO LATER THAN 15 JUNE

M. Instructions for Graduating Students

GRADUATING SENIORS:

In order for the Program to file accurate reports with the Graduate School, in order to continue funding for future years, please remember to send Pam Gore the following information:

- (A) Update your Annual Evaluation Form (by completing all steps listed) and turn it in ~ only your signature is required
- (B) Send Pam information regarding your first job, after graduation
- (C) Keep Pam current on your contact information ~ your information will be included for up to three years after your graduate.

N. Department of Psychology: Human Research Policy

UAB Department of Psychology

Information regarding the Conduct of Human Research by Students

Approved: October 29, 2009

FINAL

All Psychology students, undergraduate and graduate, conducting human participants research under the auspices of the UAB Department of Psychology are required to obtain appropriate research approvals and IRB training according to the UAB Institutional Review Board. The UAB Department of Psychology promotes the following guidelines for the conduct of human research.

When a faculty investigator accepts/hires a student (high school, undergraduate, graduate student, or other students on a volunteer, class credit, or paid basis) who will be involved in “the design, conduct, analysis or reporting of research” or who will obtain consent from potential participants of the study, this student(s) name should **immediately be placed on the research protocol by the Principal Investigator prior to the student performing any research related activity**. The PI should complete the IRB Project Revision/Amendment form and provide evidence that the student’s IRB training is up to date, prior to this student performing any work on the study. The PI must wait for the approved amendment before allowing the student to perform any research related activity on that project. A copy of the IRB certification should be provided to the PI and a copy should be submitted with amendments to the research protocol to avoid any added delays in processing.

Publication and Presentation of Data

The study data are the responsibility of the approved Principal Investigator. **Students should not publish, present or report confidential data publicly without approval by the Principal Investigator**. Students preparing poster presentations for conferences or talks (in-house or outside the department) related to the data must obtain permission from the PI/faculty advisor prior to submitting to an outside forum. The student may serve as first author on these posters or presentations if he/she is listed on the IRB approved protocol. In this case, the PI should be listed as a co-author. The sponsor should also be acknowledged on these presentations.

Undergraduate Research Using Existing Data

If **undergraduate students** plan to use a subset of data generated from an already approved protocol for a secondary analysis with their mentor/ faculty advisor, for their own research, ie. undergraduate honor’s thesis, etc., they should submit their research as a separate IRB application independent of the mentor/faculty advisor that is currently using the data. However the faculty advisor/mentor should be listed on the application. The PI overseeing the collection, storage, and protection of the data would need to approve use of the existing data for this purpose, and should be consulted as to the terms of use and confirm that. The student PI should not use the same title or originally approved protocol of his or her mentor/faculty advisor for his/her research. A brief letter should be provided to the student by the PI granting use of the data. This letter should be included in the student’s IRB protocol packet.

Graduate Research Using Existing Data

If **graduate students** plan to use a subset of an existing dataset to ask a new research question for their own research, or to conduct a secondary analysis for their own master's thesis or graduate dissertation, the students will need to submit their research as a **separate IRB application** from that of their mentor/faculty advisor. However, the faculty advisor/mentor would be listed on the application as Faculty Advisor. The faculty PI will need to approve use of the existing data for this purpose. The student PI should not be using the same title, or originally approved protocol of his or her mentor/faculty advisor for his or her proposed thesis or dissertation. A thesis or dissertation should represent a new question or specific aim and thus will require a new protocol.

Even if the student is named on the mentor's IRB application (as a co-investigator or in any other role), a separate protocol is preferred by the IRB for the thesis or dissertation research (which should be his/her own idea). Any other approach should be approved by the IRB Office.

If you are currently engaged in data collection for your thesis or dissertation and have NOT submitted an IRB application as the P.I. under a separate protocol, please get in touch with Mary Frances Thetford at 205-934-8728 as soon as possible.

Applying for Candidacy for the Doctoral Degree

Graduate Student Candidacy Checklist:

- Set up a Graduate Study Committee [according to Graduate School and your Program Guidelines]
 - Note: Committee requirements vary by Master's and PhD degrees and program areas
- Go the UAB Graduate School website and view your appropriate degree deadlines, including when to apply to candidacy
<http://main.uab.edu/Sites/gradschool/students/current/deadlines/>
- Propose your research idea to your committee and develop your plan
- Obtain IRB approval by submitting your protocol application that outlines your committee approved research
- Apply for Admission to Candidacy no later than 2 semesters before your expected graduation <http://main.uab.edu/Sites/gradschool/students/current/7287/>
- Admission for Candidacy requires your Program Director's signature of approval. Your Program Office will confirm that you have met the requirements and that you are the designated PI on your research protocol prior to obtaining the program director's signature of approval.



Lifespan Developmental Psychology Program Travel Fund Policies and Guidelines

Lifespan Developmental Psychology Program (LDPP) travel funds are limited and encumbered on a first come, first service basis. In fairness to all students, funds from the LDPP may only be requested one time each year per student, and may not be carried forward to the next year.

Travel funds will be awarded in accordance with available funds, and the policies and guidelines for requesting travel funds. Should special circumstances arise, students may submit more than one application per year, but must also include a justification of the special circumstances request.

Following are the Lifespan Developmental Psychology Program's travel policies and guidelines which were adapted from the GSA travel policies and guidelines.

All applications must be received by Pam Gore at least **30 days** in advance of the conference dates.

Any LDPP student applying for travel funds must be currently enrolled in the Lifespan Developmental Psychology Program, in good academic standing, and enrolled at the time of travel.

Receipts for travel as well as the LDPP Travel Reimbursement Checklist must be turned in within two weeks of travel end date.

Mail is picked up at least once each week from the Department of Psychology. Any mail for Pam Gore may be placed in Dr. Karlene Ball's mail box in CH 415, just make sure you write Pam's name on the envelope <<OR>> you may send the information through Campus Mail to Pam Gore, HMB 109.

A letter of endorsement from the applicant's faculty advisor must accompany the application. The letter should include the following information:

- That the applicant is currently a graduate student in good standing
- That the applicant will be attending a professional conference or academic training session. The name and dates of the conference or academic training session must be given.
- The status of the applicant at the conference (i.e. presenter or attendee) or the reason for the academic training session

If the applicant is presenting, a copy of the abstract including the title and authors must accompany the application.

Pam Gore will discuss each application with Dr. Fred Biasini, the Program Director. Notification of awards will be sent via e-mail by Pam to the applicant. If the student prefers to receive notification via Campus Mail, the student must place her/his campus mail address on the application.

If funds are available for requested travel, the student may request that Pam obtain airline ticket through the UAB Travel Center, as opposed to incurring the cost themselves. The cost of the ticket will be deducted from the awarded funds. **NOTE:** "Travel by private automobile will be authorized only when it is advantageous to UAB."

In order to process a reimbursement, the traveler must sign the "Signature of Traveler" line of the travel reimbursement request certifying the conditions and terms of reimbursement.

Application for LDPP travel funds may be found on page 30.

LDPP Travel Reimbursement Checklist may be found on page 31.

LDPP TRAVEL APPLICATION ~ PLEASE PRINT INFORMATION

Date: ____ / _____ / 200__

Travel Period: ____ / _____ / 200__ to ____ / _____ / 200__

Name: (last) _____, (first) _____

Last four digits of Social Security Number: ____ _

Student ID Number: ____ _

US Mailing Address: _____

E-Mail: _____

Campus Address (mandatory if no e-mail address)

Faculty Advisor: _____

Name of Conference / Academic Session: _____

Title of Presentation / Poster (if applicable):

*Note: if you are a presenter you must attach a copy of the presentation abstract including authorship

Applicant's Signature: _____

FOR PROGRAM USE ONLY:

Graduate Program Director's Approval: _____

Approval Date: ____ / _____ / 200__

LDPP Travel Reimbursement Checklist

- ORIGINAL, ITEMIZED RECEIPTS for all expenses are attached
 - Registration and printed registration form, as well as documents on how registration was paid
 - Hotel invoice, showing a zero balance
 - Airline ticket and boarding passes are attached. Airline ticket must show purchase information. If Pam obtained ticket from UAB Travel, she will have information ~ attach boarding passes only.
 - All meals (Breakfast, lunch and dinner). Per diems are not allowed. If more than one person's meal is on a receipt, each person must have an original receipt. A list of all people present at the meal must be listed on the ticket and whether or not each person is or is not a UAB student/staff/faculty member.

- Conference Program
 - Cover page showing conference name and dates is attached
 - Program page showing student presentation / poster is attached

- Please go to the following website: <http://main.uab.edu/show.asp?durki=65035>
 - A little over mid-page, on the left-hand side you will see links to the following:
 - Employee Out-Of-State Travel
 - Employee Intra-State Travel Voucher
 - Open the appropriate form. You will fill in all fields, except the following:
 - Supplier Number
 - GL Date
 - Payment Request Number
 - Airline Ticket Requisition Number
 - Where the form asks for the name and number of the person to contact concerning this form, you will type in Pam Gore, extension 4-8721.
 - Once you have completed the form, print the form, and sign it.
 - The signed form should be placed with your original receipts and conference documents, before being turned in to Pam Gore for reimbursement.