SALVE REGINA
UNIVERSITY

Handbook for the MS in Behavior Analysis

Department of Psychology
Salve Regina University
2026-2027

This handbook supplements the general student handbook and catalog issued by Salve Regina University. Behavior analysis students should familiarize themselves with all relevant resources. The general student handbook is available at https://salve.edu/dean-of-students and the catalog is available at https://catalog.salve.edu/graduate/academic-policies/.

All policies outlined in this handbook are subject to change.

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Mission and Program Goals

Program Mission and Goals

Every student completing a Master of Science in Behavior Analysis at Salve will leave connected to the university's mission, will demonstrate a strong understanding of the science of behavior analysis, and will have the skills necessary to implement effective and ethical clinical services to populations of need.

To accomplish this mission, the following goals are prioritized.

- Train students to use the principles of behavior analysis along with behavior analytic research designs to conduct thorough assessments and implement effective and socially valid treatment with populations of need.
- Teach students to identify, evaluate, and implement useful recommendations from behavior analytic research.
- Establish a professional and ethical framework to guide Salve graduates in practice.
- Provide tools to help students become contributors and leaders in their perspective organizations and careers.
- Help students meet the necessary standards to qualify to sit for and pass the BCBA exam.

Salve's Mission and Goals

As a community that welcomes people of all beliefs, Salve Regina University, a Catholic institution founded by the Sisters of Mercy, seeks wisdom and promotes universal justice. The university, through teaching and research, prepares men and women for responsible lives by imparting and expanding knowledge, developing skills and cultivating enduring values. Through liberal arts and professional programs, students develop their abilities for thinking clearly and creatively, enhance their capacity for sound judgment, and prepare for the challenge of learning throughout their lives. In keeping with the traditions of the Sisters of Mercy, and recognizing that all people are stewards of God's creation, the university encourages students to work for a world that is harmonious, just, and merciful.

Accreditation Status

The MS in Behavior Analysis Degree Program is accredited by the Association for Behavior Analysis International Accreditation Board.

Admission Information

Application Process

Salve Regina University's Behavior Analysis Program evaluates the total application package. Individuals with a bachelor's degree in any undergraduate major from a regionally accredited college or university (or an equivalent degree from an accredited institution outside of the United States) are qualified to apply.

To apply to this program, students must submit the following materials to the Office of Graduate Admissions:

- Completed Graduate Application (https://admissions.salve.edu/apply/)
- Official Transcripts from each College or University Previously Attended
- Personal Statement (describing interest and experience in Behavior Analysis)
- Resume or CV

Admission Criteria

Content Areas

Each application submitted to the Behavior Analysis Graduate Program will be reviewed and scored across five domains: GPA, completion of related coursework, clinically relevant experience, demonstration of understanding Behavior Analysis, and style & organization of material. Additional bonus points are added to applications that demonstrate applicable professional accomplishments.

Each application is evaluated holistically, so applications do not need to score perfectly in each category to be admitted.

Applicants who have not taken Behavior Analysis courses at the undergraduate or graduate level and do not have applied/practical experience working in a Behavior Analysis setting, may be accepted into the program pending their completion of a prerequisite assigned by the program director. Qualifying prerequisites include completing PSY502: Survey of Behavior Analysis or an intensive workshop both offered through Salve's Behavior Analysis Graduate Program. PSY502: Survey of Behavior Analysis is offered in the summer and will provide the foundational knowledge essential for success in the highly focused coursework offered in the master's program. Successful completion of the 3-credit class satisfies the prerequisite only and does not count toward the master's degree.

Non-Discrimination Policy

In accordance with the University's Mission, as well as state and federal regulations under Title IX, Salve Regina University does not unlawfully discriminate on the basis of age, sex, race, religion, color, national or ethnic origin, veteran status, sexual orientation, disability, or any other basis protected under applicable federal or state law, in the administration of its employment policies, educational policies, or financial aid programs.

Salve Regina University neither condones nor tolerates discriminatory conduct and expects all faculty, staff, and students to promote an environment that is free of discrimination and supportive of this policy. Inquiries with regard to the application of this policy may be referred to the Title IX coordinator or the Office of Civil Rights. Contact information for both is in the Policies and Procedures section of this handbook.

Admission Categories

Admit

Applications that meet all acceptance criteria are admitted into the program.

Conditionally Admit

Applications from students in the final year of their undergraduate program are welcomed. However, if their applications meet the criteria for being admitted, they must first finish their undergraduate degree and send proof of completion before being officially accepted.

Waitlist

If an application meets all acceptance criteria, and the program is already at capacity, the applicant will be notified that they are on a waitlist. If space opens, applicants on the waitlist will be notified and asked if they would like to enroll. Otherwise, waitlisted applicants will be offered a delayed start in the program to begin one year after their desired start time.

Deny

Applications that do not meet the criteria described above.

Transfer Credits

Course transfers will only be accepted from ABAI accredited institutions. Any potential transfer must clearly align with any course it is substituting as demonstrated by the course syllabus and learning objectives. All transfers must be approved by the Program Director.

Yearly Outcome Data for the MS in Behavior Analysis

	Years				
	2025 1 year ago	2024 2 years ago	2023 3 years ago	2022 4 years ago	2021 5 years ago
Number of students whose degrees were conferred by the program.	15	7	6	14	16
Median years until graduation for students whose degrees were conferred by the program.	1.75	1.75	1.75	1.8	1.7
Number of students enrolled in the program on January 1st of the reporting year.	21	24	17	23	29
Number of students no longer enrolled for any reason other than conferral of degree.	6	6	4	5	1
Number of completed applications received.	34	34	24	16	27
Number of students admitted during the reporting year.	13	10	13	11	19
Number of first-time candidates sitting for their Board Certified Behavior Analyst (BCBA) examination:	15	7	NA*	10	18
Percentage of first-time candidates passing the BCBA certification examination.	93%	86%	NA*	70%	66.66%
Number of graduates obtaining a master-level state license as a behavior analyst.	14	5	6	10	3
Median undergraduate grade point average (GPA) for applicants admitted (report on a 4-point scale).	3.62	3.55	3.61	3.7	3.5
Median score on the GRE or other standardized tests	Not Applicable: GREs and other standardized tests are not required for Salve's ABA program.				

*The BACB does not post the pass rate of programs that have fewer than six first-time test takers that year.

This outcome data is updated annually.

Student Conduct Expectations

Basic Expectations

Behavior Analysis graduate students are expected to adhere to all policies outlined in Salve's student handbook and other official publications. These policies include the requirement that every Salve maintain high standard of academic integrity and respect for all persons whom they interact with.

In addition to Salve's general requirements for students, it is expected that every Behavior Analysis graduate student adhere to the Behavior Analyst Certification Board (BACB)'s Ethics Code for Behavior Analysts AND all state laws applicable to the practice of behavior analysis.

Ongoing Student Progress Evaluation

To help students advance through the program, ongoing evaluation of their progress is conducted. Students are required to complete a Degree Progress Check-In once per semester during each semester they are enrolled in courses. Students scheduled to graduate at the end of the given semester are also asked to complete the Graduating Student Report.

The Degree Progress Check-In assessment collects information about each students' progress within the program (e.g., what courses they've taken, when they are planning to graduate, what courses they are planning to take next) and professional development (e.g., what conferences or professional talks they've attended, what professional associations they have been involved with, what research they are involved with). The Graduating Student Report collects similar information about each students' professional development and also collects information about the students' future plans and contact information.

These assessments are reviewed by the behavior analysis faculty each semester. Each individual student assessment is rated as exceeds expectations, meets expectations, or does not meet expectations. Students who do not meet expectations meet with the Graduate Program Director to create a remediation plan.

Grounds for Dismissal

Students who engage in any professional or ethical violation and/or who make inadequate academic may be dismissed from the program. Examples of inadequate academic progress include:

- Receiving anything lower than a B- including Ws in two different courses or the same course twice.
- Being dismissed from a practicum site.
- Failing to complete/satisfy all key research requirements.
- Failing to complete the steps outlined in a remediation plan.
- Taking a leave of absence from the program longer than a single semester.

Please see Salve's dismissal policies in the graduate catalog for more information.

Program Faculty

Program Director & Associate Professor: Cody Morris, Ph.D., BCBA-D, LBA
Email: cody.morris@salve.edu

Associate Professor: Emma Grauerholz-Fisher, Ph.D., BCBA-D, LBA
Email: e.grauerholzfisher@salve.edu

Assistant Professor: Stephanie Jones, Ph.D., BCBA-D
Email: stephanie.jones2@salve.edu

Assistant Professor: Natalie Buddiga, Ph.D., BCBA-D
Email: natalie.buddiga@salve.edu

Lecturer: Michael Yencha, Ph.D.
Email: michael.yencha@salve.edu

Credentialing Information

Anyone interested in a career in applied behavior analysis should be aware of the two primary credentials that are often needed to do so. The first is Board Certified Behavior Analyst (BCBA), and the second is Licensed Behavior Analyst (LBA; sometimes called a Licensed Applied Behavior Analyst or LABA).

The BCBA credential is a nationally recognized professional credential focused on discipline-specific professional standards. The LBA credential is a state-established credential that is related to specific state regulations on the practice of applied behavior analysis. The requirements for each state's LBA credential vary. Some states require the BCBA credential to obtain the LBA credential, while others list the BCBA credential as one possible option for getting the LBA. For example, the state of Rhode Island permits two possible options for obtaining the LBA credential. The first is having a BCBA credential, but it is also possible to get the LBA credential through becoming a licensed Rhode Island Psychologist and completing behavior analytic coursework with 15 hundred hours of behavior analytic service experience. Students interested in other state licenses should review the desired state's criteria or contact Dr. Cody Morris at cody.morris@salve.edu.

Because obtaining a BCBA credential is often the most efficient way of acquiring licensure in any state and is often recognized by insurance companies in states without licensure, the Behavior Analysis Graduate Program at Salve Regina University is designed to help students meet the criteria for the BCBA credential (listed below). Again, in many states, including Rhode Island, obtaining a BCBA credential makes individuals eligible for licensure.

There are four requirements to earn a BCBA credential.

- **Degree:** A graduate-level degree from a qualifying institution.
    - Salve Regina University is a qualified institution.
- **Coursework:** A sequence of courses is required focused on specific behavior analytic content.
    - The Association for Behavior Analysis International has verified the following courses (described in the next section) toward the coursework requirements for eligibility to take the Board Certified Behavior Analyst® or Board Certified Assistant Behavior Analyst® examination. Applicants will need to meet additional requirements before they can be deemed eligible to take the exam.
- **Supervised Fieldwork:** A specified number of supervised fieldwork hours are required.
    - Salve's Behavior Analysis Graduate Program offers multiple practicum opportunities for students in need of supervised hours and will work with students who already have an arrangement for supervision.
- **BCBA Exam:** The final step of obtaining a BCBA credential is taking and passing the BCBA exam.
    - The coursework in Salve's Behavior Analysis Graduate Program is designed to help students build strong foundations and fluency in critical behavior analytic content.

To meet the degree and coursework requirements to earn the BCBA credential, there are several official pathways described by the Behavior Analyst Certification Board (https://www.bacb.com/bcba/). Because the MS in Behavior Analysis Program is accredited by the Association for Behavior Analysis International, the MS in Behavior Analysis degree from Salve meets the criteria for the first pathway.

For more information, the following resources are available.

- Information about the BCBA credential
  - https://www.bacb.com/bcba/
  - https://www.bacb.com/about/
- Information about state licenses
  - http://health.ri.gov/licenses/detail.php?id=290#pgm
  - https://www.bacb.com/u-s-licensure-of-behavior-analysts/
  - https://www.appliedbehavioranalysisedu.org/state-by-state-guide-to-aba-licensing/
- Salve's Disclosures about Licensing
  - https://salve.edu/state-authorization-professional-licensure
- Information about required courses.
  - https://www.abainternational.org/vcs.aspx

Coursework Requirements/Advising Guide

Salve's Behavior Analysis Graduate Program offers two tracks for students to meet the coursework requirements toward becoming a BCBA. The following guide outlines various options of timelines for successfully completing the MS in Behavior Analysis. Because each required course is not necessarily offered every semester, it is important to follow one of the sequences outlined below. If any deviation from the outlined sequences is necessary, please consult with an advisor and refer to the course offerings list described at the end of this document.

- **Traditional Master of Science in Behavior Analysis**
  - Who is Eligible:
    - Students who have already completed a bachelor's degree with applicable prerequisite coursework (see below).

- **Accelerated Master of Science in Behavior Analysis**
  - Who is Eligible:
    - Salve UG students in their 3rd year can apply to begin graduate work in their 4th year and add 1 additional year to complete the master's degree. To meet the criteria to begin the accelerated program, students must be in good standing and have completed the applicable prerequisite coursework (see below).

Program Requirements

- Core Courses Requirements (Complete All)
  - PSY510: Ethics and Professional Conduct
  - PSY511: Radical Behaviorism
  - PSY520: Concepts and Principles
  - PSY530: Systematic Evaluation and Methods of Analysis
  - PSY535: Experimental Analysis of Behavior (EAB)
  - PSY540: Intervention
  - PSY550: Assessment
  - PSY560: Supervision & Systems
  - PSY590: Advanced Seminar in Behavior Analysis
  - PSY570: Practicum I
  - PSY571: Practicum II
  - PSY572: Practicum III
- Electives (Choose 2)
  - PSY513: Educational Psychology
  - PSY521: Health Psychology
  - PSY523: Autism Spectrum and Other Developmental Disabilities
  - PSY525: Mental Health Constructs
  - PSY531: Consultation
  - PSY533: Organizational Behavior Management
  - PSY542: Behavior Analysis & Societal Issues
  - PSY551: Critical Thinking and Decision Making in Psychology
  - PSY580: Individual Research
  - PSY585: Thesis Research and Writing
  - PSY599: Special Topics

Tentative Course Offerings

Fall	Spring	Summer	
		Summer I	Summer III
520	511	510	
523	535	570 & 571	
530	560		
540	590		
550	570 & 571		
570 & 571			

Recommended Course Sequence

Traditional Track	Fall	Spring	Summer
1st Year	520, 530, & 1 Elective	511, 535, & 1 Elective	510 & 570
2nd Year	540, 550, & 571	560, 590, & 572	

Accelerated Track	Fall	Spring	Summer
1st Year	520 & 1 Elective	511 & 1 Elective	510 & 570
2nd Year	530, 540, 550, & 571	535, 560, 590, & 572	

Practica Information

The Behavior Analysis Graduate Program is happy to offer our students multiple options for completing their required supervised clinical hours. This form outlines each of our established practicum sites, the process for becoming involved with each site, and the process of enrolling in practicum credit.

OVERALL PROCESS

Step 1: Review Your Options
- Shown Below

Step 2: Rank your Preferences
- A form will be provided the semester before the practicum begins.

Step 3: Confirm Site Assignment
- A faculty member will notify you which site you have been assigned to.

Step 4: Contact the Site to Apply
- Email the designated contact and express interest in the practicum.

Step 5: Confirm Site Acceptance
- Following an application and/or interview process, the site will notify you if you are eligible to enroll.

Step 6: Enroll in Practicum Credit (PSY 570 or PSY571)
- The site will notify the Graduate Program Director of your acceptance. The GPD will inform the registrar that you have permission to enroll. The registrar may require additional forms.

	Atlas Behavioral Consultation	**Perspectives Corporation**	**Navigate Behaviors**
Practicum Supervisors	Megan Ellsworth, Patrick Wieszciecinski, & Sophia Blomberg	Sruthi Rameshkumar	Sofia Abuin
Setting and Population	Consultation services in public schools (elementary & middle), adult service settings, and community. Clinic-based services for children diagnosed with ASD.	Consultation services for adults diagnosed with developmental disabilities.	Clinic-based services for children diagnosed with ASD.

Research Requirements

Basic Requirement
Every student in the MS in Behavior Analysis program at Sadegreet complete/ two key research requirements to cearnthe program. In addition to the key research requirements, students will be encouraged to engage in other research activities throughout their enrollment in the program. The key research requirements consist of the following:

- Comprehensive Examination
- Master's Thesis and/or Project

Both requirements are typically completed during the student's second year in the MS program.

Comprehensive Examination

Each student will complete a comprehensive examination at the beginning of their last semester in the program. The exam is designed to match the structure and content areas of the Board Certified Behavior Analysis exam.

Students must earn 80% or higher on the exam to satisfy the requirements. If a student scores below 80% on the exam, they will be required to complete the learning module series produced by Behavior Development Solutions (BDS) and retake the exam by the end of the semester. Failing to score 80% or higher on the exam during the second attempt will be deemed inadequate academic progress, and the student will be dismissed from the program.

Master's Thesis and/or Project

A master's thesis and/or project is required to fulfill the graduation requirements of the program. Students enrolled in practicum through the program will automatically be directed to complete a project as part of that experience. Students who would like to complete a thesis in addition to or in place of the project can request permission to do so.

Each option is described below.

Master's Thesis

Purpose
Completing a thesis helps students develop skills in critically analyzing published research and utilizing research methodology to investigate questions/issues systematically. Additionally, theses help students build expertise in focused areas within the discipline.

Availability
Thesis options are not required for Behavior Analysis Graduate Students completing their master's degree. Rather, they are available as an option for students interested in pursuing research. **Any student interested in conducting a thesis should talk to a faculty mentor about it as early as possible.**

Topics
Students will select their topic contingent on approval from their committee. All thesis topics must be behavior-analytic.

Process

Students who are interested in conducting a thesis must complete the following:

- **Obtain Approval for a Faculty Mentor**
  - If approved, students will enroll in thesis credits.
- **Select a Thesis Committee**
  - Committees must consist of three members with applicable expertise. At least two of the members must be a faculty member in Salve's Psychology/ Behavior Analysis Graduate Program. The third member can be from Salve or an outside organization.
  - A ***Research Committee Appointment Form*** (see **Appendix A**) must be completed when the final committee is confirmed.
- **Write a Thesis Proposal**
  - Thesis proposals must meet the requirements described in the research proposal template and be **submitted according to the timeline arranged with the research advisor.**
- **Orally Propose the Thesis**
  - Students must present their thesis proposal to their committee and obtain permission to continue their research plan based on the written and oral proposal.
  - Research committees should be given access to the document at least two weeks before the proposal meeting.
  - Each proposal presentation should be approximately 20 minutes, not counting questions and answers.
  - A ***Research Topic Approval Form*** (see **Appendix B**) must be completed when the committee agrees to allow the proposal topic.
  - A copy of the ***Research Committee Appointment Form*** and ***Research Topic Approval Form*** should be kept by the student and research mentor, and an additional copy should be shared with the Graduate Program Director.
- **Complete the Research**
  - Once approved, the research must be carried out with consultation from the committee.
  - Significant deviations from the research plan require that the committee be notified and approve any changes before continuation.
  - All research utilizing human participants must obtain Salve IRB approval before implementation. Approval documentation will be required with the final draft of the thesis document.
- **Write the Thesis Report**
  - Thesis Reports must meet the requirements described in the final report template and be submitted to the thesis committee at least two weeks before the scheduled defense date.
- **Orally Defend the Thesis**
  - Students must present the final thesis report to their committee and obtain approval of their project based on the written report and oral defense. Thesis defenses should be done in-person (virtual livestreaming can be arranged for audience members who cannot attend in-person). Each defense should include a presentation that involves a slide deck and other visual aids that should last 20-40 minutes (unless otherwise directed by the dissertation Chair), followed by questions and answers from the committee and audience.

Thesis Approval Requirement

Thesis credits are graded as pass/fail. Upon review of the written thesis report and oral defense, the committee will confer using applicable rubrics and issue a decision. A ***Research Decision Form*** (see **Appendix C**) will be completed at that time. Each written document and presentation will be rated in the following categories:

- Satisfactory
  - Acceptable as publication quality research proposal.
- Satisfactory Contingent on Minor Revisions
  - Requires minor/insignificant revisions before it is acceptable as publication quality research proposal.
- Unsatisfactory with an Opportunity to Make Major Revisions
  - Shows promise as a potential publication quality research proposal but will require significant changes before it is ready.
- Unsatisfactory
  - The proposal is not acceptable as a publication quality research proposal and would not be made so even with major revisions.

Projects rated as satisfactory will meet the requirements for the thesis. Projects rated satisfactory contingent on minor revisions will meet thesis requirements after the minor revisions are completed. Projects rated as unsatisfactory with an opportunity to make major revisions may meet requirements after the major revisions are completed and the presentation component of the proposal is redone. Projects rated as unsatisfactory will not meet the requirements for the dissertation and will receive a failing grade. Unsatisfactory dissertations must be restarted.

If revisions or restarting is required, failure to improve the project by at least one rating level will produce an unsatisfactory rating. As previously stated, unsatisfactory rating will result in a failing grade. Students who fail the thesis can elect to complete a project or attempt to redo the thesis.

Master's Project

Purpose

Completing a project will help students develop competency in the use the science of behavior analysis to address clinical issues associated with the treatment of their client(s).

Projects will demonstrate the student's ability to identify and define a problem, use published behavior-analytic research to identify possible solutions, assess the selected solutions, and interpret the results using the conceptual and empirical foundations of the discipline.

Availability

Projects will be completed as part of each students' practicum experience. The project process will begin at the end of the first semester of practicum involvement.

Topics

Students will select their topic contingent on approval from the faculty sponsor associated with their practicum placement. All project topics must be behavior-analytic and directly related to the clients they serve in their practicum setting.

Process
Students completing a project must do the following:

- **Identify a Project Topic**
  - Students must work with the immediate supervisor to select an appropriate topic and obtain approval for the project from the faculty sponsor associated with their practicum placement.
- **Write a Project Proposal**
  - Project proposals must meet the requirements described in the relevant guides and templates and be submitted to the faculty sponsor before the project begins.
- **Complete the Project**
  - Once approved, the project must be carried out with consultation from the faculty sponsor.
- **Write the Project Report**
  - Project reports must meet the requirements in the relevant guides and templates and be submitted to the faculty sponsor at least two weeks before the Oral Defense.
- **Orally Defend the Project**
  - Students must present the final project report to the faculty sponsor and obtain approval of their project based on the written report and oral defense.

Project Approval Requirement
Projects grading is embedded into the practicum grading system. Upon review of the project report and oral defense, the faculty sponsor will use the applicable rubrics and issue a decision. Each project reports and presentation will be rated in the following categories:

- Satisfactory
  - Acceptable as presentation quality research report.
- Satisfactory Contingent on Minor Revisions
  - Requires minor/insignificant revisions before it is acceptable as presentation quality research report.
- Unsatisfactory with an Opportunity to Make Major Revisions
  - Shows promise as presentation quality research report but will require significant changes before it is ready.
- Unsatisfactory
  - The project is not acceptable as presentation quality research report and would not be made so even with major revisions.

Projects rated as satisfactory will meet the requirements for the project. Projects rated satisfactory contingent on minor revisions will meet requirements after the minor revisions are completed. Projects rated as unsatisfactory with an opportunity to make major revisions may meet requirements after the major revisions are completed and the presentation component of the proposal is redone. Projects rated as unsatisfactory will not meet the requirements for the dissertation and will receive a failing grade. Unsatisfactory dissertations must be restarted.

If revisions or restarting is required, failure to improve the project by at least one rating level will produce an unsatisfactory rating. As previously stated, unsatisfactory rating require the project be restarted. Obtaining two unsatisfactory ratings is equivalent to receiving two course grades below B- (80%).

Graduate Application Instructions

Prior to applying to graduate, please review the required courses listed on the advising guide (https://salve.edu/sites/default/files/filesfield/documents/aba_advising_guide.pdf).

Students who plan to graduate must complete a file for degree form six months prior to their graduation date. Salve Regina has one Commencement ceremony in May and two additional completion dates: Aug. 31 and Dec. 31. Students who complete their requirements in August and December are invited to the May ceremony.

To apply to graduate, follow the steps listed below.

1. Log into My Salve
2. Scroll down and click ***graduation overview***
3. Select graduation application & complete the form

Student Resources

In addition to the general university resources found in the general student handbook (https://salve.edu/dean-of-students) or through Salve's website, Behavior Analysis graduate students should be aware of the following resources.

Downloading the Microsoft Package

Faculty, staff, and students will have the ability to download the full version of Microsoft Office for up to 5 personal machines. Simply follow the directions below: https://salve.edu/sites/default/files/filesfield/documents/how_to_download_microsoft_office_to_your_personal_computer.pdf.

Library Resources

Journals, databases, and other useful resources can be found at the McKillop Library website (https://library.salve.edu) and physical location.

Troubleshooting Grievances

Below is the recommended sequence for addressing a problem.

1. If the grievance is related to an issue in a class or with an instructor, contact the instructor to explain the situation professionally and suggest a remedy. If the grievance is not related to a course or instructor, or you attempted step 1 unsuccessfully, follow step 2.
2. Contact the Program Director, Cody Morris (cody.morris@salve.edu), to explain the situation. If the results of the conversation with the director are not agreeable, follow step 3.
3. Contact the Chair of the Psychology Department to explain the situation. If the results of the conversation with the chair are not agreeable, follow step 4.
4. Contact the Graduate Studies Office to explain the situation.

Note: For complaints about discrimination or sexual harassment, go directly to Title IX coordinators (https://salve.edu/title-ix).

Professional and Ethical Concerns

If you experience a professional or ethical concern related to the Behavior Analysis Graduate Program, you should seek appropriate resolution of the issue. When appropriate, a faculty member, Program Director, or Department Chair should be consulted when seeking resolution. Formal reporting resources and parameters can be found on the BACB's website (https://www.bacb.com/ethics-information//reporting-to-ethics-department/).

Tips for Graduate School Success

The Behavior Analysis Graduate Program at Salve Regina University is designed to provide students with the knowledge necessary to be a successful clinician and meet the course requirements needed to sit for the BCBA exam. If students elect to complete practica through Salve in addition to core courses, students will be guided through all necessary criteria to sit for the BCBA exam. While meeting the required standards to sit and pass the BCBA exam is the highest priority, students are encouraged to seek additional enriching activities that will help make them a better behavior analysts and member of the community.

The following activities are highly recommended.

- Buy and keep your textbooks. You will be referencing them your entire career.
- All students should seek opportunities to attend local (and maybe national) conferences in behavior analysis and related fields. See a list of conferences under Professional Resources.
- All students should consider joining local (and maybe national) professional associations. See a list of associations under Professional Resources.
- All students should talk and collaborate with fellow Behavior Analysis students. One of the founders of behavior analysis, Fred Keller, once said, "the most important thing I learned in graduate school was from another student" (Keller, 1982, p 7). Collaboration will help students expand their knowledge and challenge them to think from other's perspectives. Suggested activities include study groups, book clubs, and research.
- If opportunities are available, collaborate on research projects. Helping with research, not only benefits students interested in continuing in academia, but it also helps students interested in clinical roles by providing further opportunities to practice analytic skills.

In addition to the activities recommended above, students should consider the following rules for success proposed by Steve Hayes (1998). Hayes, a very prominent behavior analyst, provided thirteen rules he believed would help every student of behavior analysis find success. For more information about these rules, see the article included in the packet.

- Care about the Process, Not Just the Outcome
- Talk and Write – A Lot
- Say "Yes" Easily and Mean It
- Work with Others and Share Easily
- Keep Your Commitments
- Even Dogs Never Urinate in Their Own Beds
- Acknowledge Your Own Power and Behave Accordingly
- Acknowledge Your Own Finitude and Behave Accordingly
- Network with Your Betters
- Guard Your Integrity
- Follow Your Bliss
- Say "No" Easily and Mean It
- Open Your Mail, Return Your Phone Calls, and Keep Your Desk Clean

Professional Resources

Behavior Analyst Certification Board (BACB)
The BACB is the professional credentialing organization for behavior analysts. Students of behavior analysis need to familiarize themselves with the information found in various tabs on the BACB's website. A list of high-priority items is included below with an explanation, but students are encouraged to explore the website and resources further.

- Main Page (https://www.bacb.com)
  - All information can be found using the main website page.
- Log In (https://gateway.bacb.com/Account/Login.aspx)
  - Every student should create a BACB account at the beginning of their involvement with the Behavior Analysis Graduate Program. This account will permit further access to information related to obtaining the BCBA credential.
- Ethics Code (https://www.bacb.com/ethics/ethics-code/)
  - Any student beginning supervision hours must familiarize themselves with the BACB Professional and Ethical Compliance Code. **Anyone with a BCBA (or related credential) or working to obtain the credential is required to adhere to this ethics code.** For convenience, the BACB's ethics code is included in this packet.
- Experience Standards (https://www.bacb.com/experience-standards-monthly-system/)
  - Any student receiving or soon to be receiving supervision hours should familiarize themselves with the experience standards outlined by the BACB. These standards provide the guideline for adequate supervision and experience.
- Verify Certification (https://www.bacb.com/verify-certification/)
  - Students obtaining supervision beyond the affiliated practica sites should take care to verify the credentials of their supervisor. By following this link, students can search the name of anyone with a BCBA credential. Note that when viewing a BCBA's credential, there is a section that specifies whether they have met the supervision requirements necessary to supervise students or not.
- Newsletter (https://www.bacb.com/newsletter/)
  - When the BACB issues a decree that one of their standards is soon to be changing, they announce it in a newsletter. Anyone with or working toward a credential should follow these changes.

Professional Associations
Participation in professional associations gives students opportunities for continued education, collaborations, and networking. Students of behavior analysis are strongly encouraged to join and participate in their local professional organizations and to consider joining the national/international organizations. A list of local associations is provided here as well as the major national/international groups. Students interested in more specific groups should reach out to a faculty member at Salve.

- Local/Regional
  - Rhode Island Association for Applied Behavior Analysis (https://www.rhodeislandaba.com)

        - RI ABA is the local professional association for Rhode Islanders.
    - Berkshire Association for Behavior Analysis and Therapy (https://babat.org)
        - BABAT is the premier association for New England behavior analysts and is based out of Massachusetts.
    - Massachusetts Association for Applied Behavior Analysis (https://www.massaba.net)
        - MassABA is another association centered in Massachusetts.
    - Connecticut Association for Behavior Analysis
        - CT ABA is an association based out of Connecticut.
- International/National
    - Association for Behavior Analysis International (https://www.abainternational.org/welcome.aspx)
        - ABAI is the primary association for behavior analysts and hosts the leading conference for the field.
    - Association of Professional Behavior Analysts (https://www.apbahome.net/default.aspx)
        - APBA is an association aimed at working behavior analysts.

Conferences

Attending conferences is one of the most beneficial practices an aspiring behavior analyst can begin. Students with the opportunity to attend a conference should see the list below of local and international/national conferences. In addition to the list provided, there are numerous conferences on a range of topics hosted every year. Students attending other conferences should speak to Salve faculty.

- Local/Regional
    - RI-ABA (https://www.rhodeislandaba.com)
        - RI-ABA hosts a local conference on Salve's campus.
    - BABAT (https://babat.org)
        - BABAT hosts one of the most highly regarded conferences for behavior analysts every year in Worcester, MA.
    - MassABA (https://www.massaba.net)
        - MassABA has recently started a conference that is hosted in Marlborough, MA.
- International/National
    - ABAI (https://www.abainternational.org/welcome.aspx)
        - Every year ABAI hosts a conference at a new location. The ABAI annual conference is the largest and most respected conference for behavior analysts.
    - APBA (https://www.apbahome.net/default.aspx)
        - Similar to ABAI, APBA hosts a conference annually in different locations.

Journals

Students new to behavior analysis should use these journals as a starting point to familiarize themselves with behavior analytic research.

- Journal of Applied Behavior Analysis (https://onlinelibrary.wiley.com/journal/19383703)
    - JABA is the flagship journal for applied behavior analysts.
- Behavior Analysis in Practice (https://link.springer.com/journal/40617)
    - BAP is one of the most respected journals aimed at practitioners.
- Behavior Analysis: Research and Practice (https://www.apa.org/pubs/journals/bar/)
    - BARP is similar to BAP in scope and popularity.
- ABAI's Journal Collection (https://www.abainternational.org/journals.aspx)
    - ABAI publishes a collection of journals with various aims.
- Education and Treatment of Children (http://www.educationandtreatmentofchildren.net)
    - ETC is a prominent journal aimed at behavior analytic practices in school settings.
- Journal of Behavioral Education (https://link.springer.com/journal/10864)
    - JOBE is a journal aimed at behavior analytic practices in schools and educational settings.

Appendices

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Appendix A

Research Committee Appointment Form

Student Name:

Student Salve ID:

Topic of Research:

Type of Research Project (thesis/dissertation):

Expected Semester of Completion:

Research Committee Chair:
Research Committee Member:
Research Committee Member:

Specify which, if any, of the members are not Salve employees:
*Non-Salve employees must submit a CV to include with this form.

--

Signature of Student: _____

Date:

Name of Research Committee Chair:

Signature of Research Committee Chair: _____

Date: _____

Appendix B

Research Topic Approval Form

Student Name:

Student Salve ID:

Topic of Research:

Type of Research Project (thesis/dissertation):

By signing this form, each committee member is confirming the following:

- The topic of interest is behavior analytic in nature and appropriate in scope
- The research question is well-formed
- The student has an appropriate plan to address the research question
- The proposed research will contribute to the scientific endeavors of the field

Research Committee Chair:

Research Chair Signature: _____
Date: _____

Research Committee Member:

Research Committee Member Signature: _____
Date: _____

Research Committee Member:

Research Committee Member Signature: _____
Date: _____

Graduate Program Director:

Graduate Program Director Signature: _____
Date: _____

Appendix C

Research Decision Form

Student Name:

Student Salve ID:

Research Title:

Topic of Research:

Type of Research Project (thesis/dissertation):

Committee Decision

Approve	Reject
☐ **Satisfactory**	☐ **Unsatisfactory with an Opportunity to Make Major Revisions**
☐ **Satisfactory with Minor Revisions**	☐ **Unsatisfactory**
Required Minor Revisions:	**Required Major Revisions**:

Projects that receive approval (i.e., rated as satisfactory or satisfactory with minor revisions) can be signed by the research committee at the time of defense. If minor revisions are required, they must be made in accordance with the committee's feedback. The revised document must be approved by the Research Committee Chair and then shared with the Graduate Program Director. A project that receives a final rejection should also be signed and shared with the Graduate Program Director.

COMMITTEE APPROVAL

Research Committee Chair Name:

Research Committee Chair Signature: _____
Date: _____

Research Committee Member Name:

Research Committee Member Signature: _____
Date: _____

Research Committee Member Name:

Research Member Committee Signature: _____
Date: _____

FINAL APPROVAL

Graduate Program Director Name:

Graduate Program Director Signature: _____
Date: _____