

**GENERAL INFORMATION ABOUT THE GRADUATE PROGRAM IN
PSYCHOLOGY: A GUIDE FOR STUDENTS AND FACULTY**

Updated: Fall, 2003

Introduction

A. Purpose of this Brochure

This brochure provides basic information about the graduate program of the Department of Psychology and a description of policies and procedures that affect students and faculty. It does not detail Graduate School requirements, which are stated in the Graduate Catalog (www.gradschool.umd.edu/catalog). Each student is responsible for adhering to these requirements. The Graduate School also imposes certain deadlines and it is the student's responsibility to know all relevant dates. The Graduate School publishes a schedule of these important dates each year. Additional information of interest is available on the Department's website (www.bsos.umd.edu/psyc) and in the Schedule of Classes (www.testudo.umd.edu).

B. Overview and Milestones

The Department of Psychology at the University of Maryland, College Park offers full-time Ph.D. programs in the following Specialty Areas: Clinical, Cognitive, Counseling, Developmental, Industrial and Organizational, Integrative Neuroscience, SensoriNeural and Perceptual Processes, and Social. Students are accepted into the Psychology Department with the understanding that they will be full-time students and the expectation that they will complete a doctoral degree.

Each specialty area has specific course requirements and deadlines for assessing student progress. In completing the requirements for a Ph.D. in Psychology, all students must pass through three levels of academic performance and achievement. All students entering with undergraduate degrees enter at **Level 1**. During this phase of the doctoral program, students are expected to concentrate on coursework and, in consultation with their advisors, work on independent research projects. Students are admitted to **Level 2** after having obtained satisfactory grades, demonstrated research competence, and received positive performance reviews from faculty in their specialty area. Admission to Level 2 must be gained by no later than the end of a student's third year. During this phase of the doctoral program, students are expected to prepare for comprehensive examinations. Students must pass a comprehensive examination prior to the end of the 5th year. Once they have passed this examination and met other criteria (described subsequently), students are admitted to **Level 3**, and may apply to the Graduate School for admission to **Doctoral Candidacy**. Students must be admitted to Doctoral Candidacy no later than the end of the 5th year. Once students have been admitted to Doctoral Candidacy by the Graduate School, they should be focused on dissertation research. The dissertation is evaluated by a committee of at least five members of the Graduate Faculty, including the student's advisor. The Department and the Graduate School require completion of the dissertation within nine years of entrance to the program. Students in Clinical and Counseling must also complete a one year, full-time, internship within the nine-year period.

The 5- and 9-year deadlines are **upper** limits. The Department expects and encourages all students to complete the doctoral program at the earliest date that is consistent with requirements. Students should consult their advisors in establishing realistic dates for the completion of the various program requirements.

II. Specialty Areas and Advisors

Students are admitted to the graduate program in one of the eight specialty areas listed above. A student may not be enrolled in the graduate program in the Department of Psychology without being enrolled in a specialty area. Upon entrance to the graduate program, students either choose or are assigned to an academic advisor within their specialty area. Generally, assignments to advisors are in keeping with the specialized interests expressed by the student in his or her application materials. These assignments are always subject to change within the specialty area as students become familiar with the program. The advisor's functions include:

1. Discussing students' objectives and acquainting them with the nature and organization of the graduate program;
2. Helping with curriculum planning;
3. Interpreting to students their status, achievement, and offering suggestions to facilitate progress;
4. Serving as a communication channel for students having any special requests or regarding Department decisions and actions which might affect the student;
5. Aiding students in establishing appropriate professional contacts.

A student may switch academic advisors within the specialty area subject to approval by the new advisor. At the time the student develops a dissertation research proposal and a faculty committee accepts this proposal, all of the advisory functions are ordinarily transferred to the research supervisor, who is the chairperson of the dissertation committee. Ordinarily, the research supervisor is within the student's specialty area but, with approval of the specialty area, students may choose a research advisor from another specialty area. In such cases, the student's specialty area remains responsible for monitoring the student's academic progress and professional development and the student remains responsible for meeting all specialty area requirements and deadlines.

In rare instances, a student may wish to switch from one specialty area to another. This is possible among some, but not all, specialty areas of the Department. The student should discuss the matter with his or her advisor and obtain the endorsement of the current specialty area. The student must also apply to and be accepted by the new specialty area, as well as fulfill whatever requirements are necessary for being admitted to that area. If a student is accepted into a new

specialty area, that area accepts full responsibility for monitoring his or her academic progress and professional development.

Students are encouraged to discuss with their advisors all Department regulations and their effects. A student's progress through the program is evaluated on a number of criteria including grades and classroom performance, meeting deadlines, research proficiency and productivity, commitment, and professional development.

Students who wish to **appeal** any regulation or judgment of the specialty area should consult their advisors, the head of the specialty area, and the specialty area's representative to the Graduate Committee. Appeals are to be filed with the Director of Graduate Studies, who will bring them to the Graduate Committee. (This committee consists of one representative from each specialty area, a graduate student representative who attends when student cases are not being discussed, and the Director of Graduate Studies. The Graduate Administrative Aide may also attend meetings of Graduate Committee.)

III. Graduate Program Course Requirements: Students Entering With a BA or BS Degree

A. Core Courses

Department **Core** courses are designated courses within the Department of Psychology. Specialty area requirements may determine which Department Core courses a student must take. The selection of courses should be made in consultation with the advisor. A minimum of **three** department core courses plus the quantitative core sequence must be completed. Specifically:

1. Quantitative Core--PSYC 601, PSYC 602 (or equivalent), plus a third course to be selected from a list of designated courses (see point 3 in this section). The first course in the sequence (601) will be offered each fall semester, and the second course (602) will be offered each spring.
2. A minimum of three Department Core courses. For any given student, **a course taken within his or her specialty area does not count towards this requirement.** At this time, the following courses are designated as Department Core courses:

PSYC 603:	Introduction to Industrial and Organizational Psychology
PSYC 604:	Fundamentals of Social Psychology
PSYC 605:	Neural Basis of Sensory and Perceptual Processes
PSYC 606:	Human Biopsychology
PSYC 607:	Advanced Topics in Human Learning and Cognitive Psychology
PSYC 610:	History and Systems of Psychology
PSYC 611:	Advanced Developmental Psychology
PSYC 612:	Theories of Personality

3. Additional statistics or methodology course. Graduate students are required to take a third statistics or methodology course beyond PSYC 601 and PSYC 602, selected from a list of designated courses. There are three distinct ways to have the a course included on the list: (1) Programs may designate courses for their students; (2) The statistics committee may include courses on that list; (3) Students, with their advisors' approval, or individual faculty members may ask the statistics committee to approve specific courses. The list may include relevant and suitable courses from outside our Department. This course must be completed by the end of the fourth year.

B. Nature of Department Core Courses

1. Breadth: Core courses should be sufficiently broad to constitute an introduction to students from all Specialty Areas.
2. Evaluation: One purpose of the Core requirement is to contribute to evaluation of students. Although a variety of evaluation techniques may be employed, core courses must include a written final examination.
3. Instructional Mode: Because core courses are designed for the student who may have little background knowledge in the area, the instructor must provide sufficient material to develop the student's knowledge. Although discussion and student presentations may be useful as supplements, the instructor must see to it that the student has enough information to make such discussions meaningful.

4. Additional departmental core courses may be added to the list above when proposed by the specialty area and approved by the Graduate Committee. A specialty area may offer more than one departmental core course. Final approval of a new core course will be granted after the course has been offered at least once.
5. Grades: A minimum average of B must be attained across all departmental core courses. In addition, a minimum average of B must be maintained across all core and specialty area courses (grades for individual reading and research courses, area wide meeting courses, and thesis and dissertation credits are excluded in the calculation of this average). If either average is less than "B", the student is on probation.

At present the University grading system permits plus (+) and minus (-) grades, but does not consider the + or - grades in computing grade point averages (GPA's). The Department does distinguish between, say, a grade of B and a grade of B-. The "minimum average" referred to above is to be taken literally; a B- is less than a B in departmental calculations. For purposes of calculating departmental GPA's, the following numerical equivalencies of letter grades will be used. A+ = 12, A = 11, A- = 10, B+ = 9, B = 8, B- = 7, C+ = 6, C = 5, C- = 4, D+ = 3, D = 2, D- = 1, F = 0. Thus, the minimum average of B is met by a GPA of 8. This scale applies to all discussions of Departmental requirements for grades in this document.

6. Students are encouraged to complete PSYC 601 and PSYC 602 in their first year. The Department requires that these courses must be completed by the end of the second year. Students must consult their specialty area to design a program of study that assures that area courses, department core courses and quantitative core courses all are completed within deadlines. The Department requires that all core and required area courses must be completed by the end of the fourth year. Except for unusual circumstances, extensions will not be granted for students failing to complete course requirements by the end of their fourth year. It is strongly recommended that students complete their course requirements as early as possible in their graduate careers.
7. To ensure breadth of training, a student must select the three Department Core courses from different Specialty Areas.

C. Specialty Area Courses

Each specialty area requires its students to take certain graduate courses. These required courses differ among the areas. A student's curriculum is determined in consultation with the advisor, and faculty in the specialty area. **A core course within the student's own specialty area may not count toward the requirement of three departmental core courses.**

IV. Level 1 of the Doctoral Program

Entering students with a BA or BS are at Level 1 of the Doctoral Program. Ordinarily students will remain at this level for 2-3 years. During this phase of their program, students are required to: (1) choose a faculty advisor who will advise them on curriculum matters and supervise their research; (2) begin work on an independent research project, (3) complete the first two courses in the Quantitative Core Sequence (601/602); and (4) achieve and maintain a grade point average of "B" or better in all courses. By the end of this period, the independent research project (submitted as a demonstration of research competence) will be evaluated by a committee consisting of the student's advisor and two additional members of the Graduate Faculty. At the student's option, and with concurrence of the advisor, the research competency report may be submitted to the Graduate School as a formal Master's thesis. The Department has no requirement that students earn a Master's degree, although the specialty area may have such a requirement.

V. Advancement to Level 2 of the Doctoral Program

Advancement to Level 2 requires students to have: (1) demonstrated research competence, (2) maintained a "B" average across all courses, (3) received a positive review of all aspects of performance to date in the doctoral program, and a recommendation from the specialty area for advancement. The Department requires that Level 2 status must be achieved no later than the end of the third year. Extensions may be made only under extreme circumstances and then only at the discretion of the Graduate Committee. During this phase of the doctoral program, students are expected to: (1) work closely with their advisors and other relevant faculty in preparing for the comprehensive examination, (2) explore potential dissertation topics with their advisor, and (3) begin a study and review of the literature in preparation for the dissertation.

A. Specific Requirements

All graduate students, even if they entered the Department's program with a Master's degree, must be evaluated for advancement to Level 2 by the specialty area and the specialty area's recommendation must be reviewed by the Graduate Committee. Specialty areas have different deadlines but the department requires the following to be completed before advancement to Level 2 of the doctoral program:

1. PSYC 601-602 - Quantitative Sequence (or equivalent) completed by the end of the second year.
2. Research competence, completed no later than the end of the third year.
3. Recommendation of specialty area.

B. Specific Criteria for Evaluation and Advancement

Evaluation is based on the following criteria:

1. Grades in all courses.
2. Quality of the independent research (research competency) project.
3. Positive formal evaluation of all aspects of the student's academic and professional development to include:
 - performance in teaching/research assistantships
 - presentations at meetings
 - presentations in graduate seminars
 - research proficiency and commitment

C. Demonstration of Research Competence

A demonstration of research competence is required for advancement to Level 2 of the doctoral program. Such demonstration is certified by a committee consisting of three members approved by the Department (ordinarily three Psychology Department faculty members). The Research Committee judges the adequacy of the research as a predictor of research competence for Ph.D. training. If committee decides in the affirmative, the student has achieved research competence.

Sometimes students submit Master's theses as their research competence projects. In such cases, the Research Committee and the Master's thesis committee are one and the same, but the evaluation of research competence and the judgment concerning the adequacy of the project for a Master's thesis are separate. That is, satisfactory completion of the Master's thesis, or other research, does not automatically constitute certification of the required level of research competence.

D. The Master's Degree

The Graduate School requires a total of 30 credit hours of coursework including 6 hours of thesis research (Psyc 799). If the student chooses (or is required by the area) to complete a formal Master's degree, preparation of the final thesis must conform to Graduate School guidelines. These are outlined in a brochure entitled The Thesis and Dissertation Manual (available from Media Express, 0127 Reckord Armory; telephone: (301) 314-2679). When the thesis has been prepared in its final form, the advisor and all members of the committee must be provided with a final copy. The copy given to the advisor should be a bound copy.

E. Grade Requirements

Advancement to Level 2 requires a minimum average of B in departmental core courses, and overall average of B (excluding independent research and reading courses, area-wide meetings, thesis and dissertation credits).

VI. Advancement to Level 3 of the Doctoral Program

In addition to the requirements listed above, advancement to Level 3 of the doctoral program requires the student to have completed all departmental core and area courses and passed a comprehensive or specialty examination. The comprehensive examination permits a rigorous evaluation of the student's knowledge of his or her specialty area. The specific nature of the examination is determined by the student's specialty area. The deadline for completion of the specialty exam depends on the area but **successful** completion (including any oral examinations or re-examination) of this requirement must occur no later than during the student's 5th year. Students who pass the comprehensive examination must also receive a positive review of all aspects of their academic performance and professional development and a recommendation from their specialty area to be advanced to Level 3 of the doctoral program. Students must apply for admission to Doctoral Candidacy with the Graduate School no later than the end of the semester in which they have been advanced to Level 3 of the doctoral program. The Graduate School requires that students gain admission to candidacy no later than 5 years after they have matriculated.

A. Specific Requirements

1. Completion of all core and area courses.
2. Completion of comprehensive exams.
3. Recommendation of specialty area.

B. Specific Criteria for Evaluation and Advancement

1. Grades in all Core and non-core courses (average must be at least B).
2. Grade on the Comprehensive Examination (Comprehensive Committee determines whether examination performance is satisfactory).
3. Positive formal evaluation of all aspects of the student's academic and professional development to include:
 - performance in teaching/research assistantship
 - presentations at meetings
 - presentations in graduate seminars
 - practica, externships, and internships

-research proficiency and commitment

C. Admission to Doctoral Candidacy for the Ph.D. by the Graduate School.

Please note that the Graduate School requires the student to be admitted to doctoral candidacy. A student is eligible for admission to doctoral candidacy after having been advanced to Level 3 of the doctoral program. The Department requires that students apply to the Graduate School for admission to doctoral candidacy no later than the end of the semester in which the student has passed her or his comprehensive examinations.

VII. The Dissertation

The doctoral dissertation must be evaluated by a committee of at least 5 voting members, all of whom hold the doctoral degree. The committee will be chaired by the student's major professor, who will ordinarily be a member of the student's doctoral Specialty Area and a Regular Member of the Graduate Faculty at UMCP. At least one other member of the committee will typically be from that specialty area. At least one of the five committee members must be a Tenured Regular Member of the Graduate Faculty in another Department at UMCP. At least 3 members of the committee (including the outside member) must be Regular Members of the Graduate Faculty at UMCP. Regular membership is distinguished from Associate Membership. Ordinarily, a faculty member must hold the rank of Associate Professor or higher in order to be a Regular Member of the Graduate Faculty.

When the research has been completed and the dissertation chair has approved the dissertation for distribution to the committee, a final oral examination will be held. The dissertation must be submitted to all committee members at least ten days before the final oral examination. The time and date of the defense must be announced, and the defense may be attended by the public.

Following successful completion of a final oral examination, the student must prepare a fully revised final version of the dissertation. It must conform to the guidelines of the Graduate School as outlined in The Thesis and Dissertation Manual (available from Media Express, 0127 Reckord Armory; telephone: (301) 314-2679). The student must provide each member of the doctoral committee with a final, fully revised copy of the dissertation. The copy submitted to the student's major professor should be bound. A bound copy must also be submitted to the Department.

The deadline for successfully defending the dissertation is 9 years after matriculation.

VIII. Graduate Program Requirements: Students Entering with Advanced Standing

A. Determination of Advanced Standing

Incoming students with advanced training beyond the Bachelor's degree, but without an advanced degree, will be reviewed by their area to determine whether they may be exempt from some core requirements. The recommendation of the area will be subject to review by the Graduate Committee. Such students should be advised, however, that even though the Department may regard them as "advanced" students for purposes of core requirements, there is a Graduate School rule that entering graduate students without a Master's degree can only transfer six hours of graduate courses that can be counted toward the Ph.D. degree.

B. Department Core Courses

All students must complete department core course requirements as discussed above. If the student has already completed courses equivalent to the departmental core courses, up to 2 of these courses may count as substitutes for 2 of the required department core courses. The determination that a course is equivalent to a core course offered in our program is to be made by the faculty who regularly teach that particular core course followed by approval by the Graduate Committee.

C. Specialty Area Courses

Refer to section IIIC, above, and specific specialty area requirements.

D. Required Quantitative Courses

In the case of the quantitative core courses, the student's proficiency will be evaluated by quantitative faculty (those regularly teaching 601 and 602). The quantitative faculty will administer an examination, and based on the student's performance will recommend:

1. That the student take both 601 and 602, or
2. That the student take one of them, or
3. That the student be exempted from both 601 and 602.

Students will not be exempted from the third required quantitative course (see section III.A3 above).

E. Guidelines for Students with Advanced Standing

A student who has obtained credit for an existing core course by taking a similar graduate course at another institution prior to entering our program may choose, as a

core course, an **advanced** course in the same area as the course for which credit has been granted. In such a case, the advanced course may count as a core even if there is no written examination in the course, as long as the course requires the student to submit written materials (e.g., a term paper) which form part of the basis of student evaluation.

F. Research Competence for Advanced Students

All graduate students, whether they entered the Department's program with a Bachelor's or Master's degree, must be evaluated for advancement to Level 2 by the specialty area and reviewed by the Graduate Committee. This evaluation must be completed by the end of the 3rd year.

For students admitted with advanced graduate standing who wish to qualify for research competence based on previous work, a committee consisting of three faculty members will read and discuss the appropriate material with the student and make a judgment concerning research competence. Committee faculty would ordinarily be from the student's specialty area.

G. Comprehensive Exam for Advanced Students

The nature and form of the doctoral comprehensive exam depends completely on specialty area requirements. The same guidelines apply to the advanced student.

IX. General Information on Department of Psychology Requirements

A. Department of Psychology Full-Time Status

1. The Department of Psychology does not offer a part-time program. Students must be registered as full time. It is not possible to obtain graduate education appropriate for a Ph.D. on a part-time basis in our Department.
2. The University defines full-time status using a unit-per-credit-hour system which allots varied numbers of units per semester hour to courses at different levels in the graduate hierarchy. To be certified as full-time, a graduate student who is not on a graduate teaching or research assistantship must be registered for at least 48 units per semester (this includes students on University Fellowships). A student who has a graduate teaching or research assistantship must be registered for at least 24 units per semester in addition to the assistantship. The number of graduate units per semester credit hour is calculated as follows:

COURSE NUMBER	GRADUATE UNIT

000-399	2 units/credit hour
400-499	4 units/credit hour
500-599	5 units/credit hour
600-898	6 units/credit hour
799	12 units/credit hour
899	18 units/credit hour

3. The Department requires that students on probation (see below) take a sufficient number of courses that assign academic grades to permit them to get off probation in the allotted time.
4. Students in Doctoral Candidacy may be considered as full-time when registered for at least one required dissertation credit.
5. For students wishing to obtain a Masters Degree, the Graduate School requires 30 course credit hours (not units). It is important to note that some specialty areas in Psychology require students to obtain a Master's Degree.

B. Academic Requirements Regarding Course Grades

Student progress will be evaluated by the specialty area at least annually. The Department **requires** annual written reviews of a student's progress through the program. Some programs evaluate students after every semester. Students are encouraged to meet with their advisors and/or area heads to discuss reviews of their performances. The University requires a high level of scholarship, and any course grade of less than "B" or less than "Satisfactory" is not considered adequate. Courses resulting in a grade of "B-", "C+", "C", or "C-" may be repeated once, with the higher grade counting. Courses in which grades of "D" or "F" or "Unsatisfactory" are received must be repeated satisfactorily. Apart from Grade Point Average requirements (see sections, III. B. 5., V.E., and VI. B. 1., above), **two grades of "B-" or below in different courses results in automatic termination from the program.** (Obtaining a second grade of "B-" or below through repeating a course, does not count as a second "B-" or below, and does not result in automatic termination from the program.)

Grade Point Averages for purposes of evaluation for Level 2 status and academic probation will be computed on all graduate courses except independent study courses and thesis/dissertation credits.

Probation and termination from the Program may result from poor grades or from performance or conduct related to professional training. A student on probation will receive a letter from the Director of Graduate Studies warning of the consequences if remediation is not undertaken immediately. This letter will inform the student that she or he is required to be advised by a special committee consisting of three faculty members at least two of whom must

be faculty in the student's Specialty Area and one of which is the Specialty Area's Graduate Committee Representative. This committee will meet regularly with the student, make recommendations, provide support, guide the remediation process, and provide a written report of its activities to the Graduate Committee. Included in this written report will be a clear statement about what the student must do to satisfy the conditions required for being removed from probation (returning to good standing). **This written report must be received by the Director of Graduate Studies and the Graduate Committee no later than the end of the first semester of the student's probationary period.** If a student is not off probation within 12 months, she or he will automatically be terminated from the program.

C. Leaves of Absence

1. Procedure. Leaves of absence must be approved by the student's advisor, the specialty area, and the Graduate Committee. The request for a leave of absence must be submitted in writing to the Director of Graduate Studies. The request must state the reason that the leave is being requested and when the student intends to return.
2. Time Limitation. A leave of absence will be granted only to students who are in good academic standing. Except for unusual circumstances (e.g. military service), requests will be granted for only one year. If a student fails to return after the specified period of time, he or she must then reapply for graduate admission. At that time, the student's specialty area and the Director of Graduate Studies will reexamine the credentials of the candidate and determine whether to readmit the student.

D. Use of Human Subjects

Any research project involving the use of human subjects performed by anyone affiliated with the University of Maryland or using individuals as subjects or participants as a consequence of their being affiliated with the University is **required** to have the specific prior approval of the Institutional Review Board (IRB; see www.umresearch.umd.edu/IRB/). The Department maintains a Human Subjects Review Committee whose work is coordinated with the IRB (see www.bsos.umd.edu/psyc/hsrc/).

E. Standards of Ethical, Professional and Scientific Conduct

The Department of Psychology is committed to increasing scientific understanding of human and animal behavior. While pursuing this endeavor, faculty and students in the Department must protect the welfare of all their experimental participants. The Department places the highest value on objectivity and integrity in the conduct of scientific experiments and the delivery of services. While not exhaustive, the following specific principles must be adhered to:

1. Misrepresentation. Faculty and students at all times must avoid misrepresentation of their own professional qualifications, affiliations, and purposes, and those of the institutions and associations with which they are associated. This proscription of misrepresentation also applies to data. Intentional misrepresentation of data at scientific meetings, in abstracts intended for presentation at scientific meetings, or in publications, will result in automatic dismissal from the program.
2. Publication and Research Credit. Credit is assigned to those who have contributed to a publication, in proportion to their contribution. The faculty requires that students enrolled in the Psychology Department who wish to present their papers at professional meetings, or publish them in professional journals, must provide a copy of the paper to their Research Advisor or to the head of their specialty area for review. It is the student's responsibility to ensure that work done at or supported by the University of Maryland and presented at public meetings or published in a journal, gives proper credit to the University of Maryland and all collaborators, advisors, and grants that supported the work.
3. Plagiarism. The guidelines for dealing with plagiarism have been established by the University. Students who have been found to plagiarize others' work will be dismissed from the program.

Most major scientific societies have published guidelines covering accepted ethical practices. Guidelines published by the American Psychological Association, the Society for Neuroscience, and the Animal Behavior Society should be particularly helpful.

F. Grievance Procedures

Students occasionally experience problems with certain aspects of the graduate program or sometimes with individual faculty. Students should be aware that the faculty supports and encourages the student's right to express concerns and seek a resolution of such problems. The student is encouraged to discuss these problems first with her or his advisor or the specialty area head. If further appeal is necessary, the student can bring the matter to the attention of the Director of Graduate Studies and/or the Department Chair. If problems cannot be resolved within the Department, the student may pursue grievances in the Graduate School, which has a set of grievance procedures that include access to an ombudsperson.

X. Financial Support

A. General Information

Fellowships and assistantships are reevaluated each semester. This is a difficult process which requires balancing the needs of the teaching programs and of the graduate students. It is

important to know what students' plans are for each semester so that the Department can arrange to support as many students as possible. Students presently in the program who are in good academic standing and who have performed well in their previous assignments are given priority for new assignments. The Department attempts to honor all requests for assignments but cannot always meet each specific request. Due to the limited number of financial stipends available, graduate students are considered eligible for financial support for a period of four years. Students are encouraged to seek external funding (e.g., for predoctoral fellowships).

B. Commitment to an Assistantship

If a student indicates that she or he desires an assistantship, the Department considers that a commitment from the student unless the student indicates otherwise. Occasionally, students have resigned from an assistantship without prior warning. Such behavior places the program in a difficult position and leads the undergraduate students in these classes to question our concern for their education. When there are emergency reasons for late resignations (medical, etc.), the Department would appreciate being informed as early as possible. If students who are already committed to an assistantship find another position which may advance them more rapidly toward major educational objectives, they must obtain the permission of their advisor and the Director of Graduate Studies before breaking a commitment to an assistantship. Ordinarily, permission will be granted to drop an assistantship if there is a suitable replacement available.

C. Assignment of Assistantships to Students on Probation

All departmental awards for student support will be withheld from students on probation until all students in good standing have been assigned. Students on probation will then be assigned appointments in order of their overall standing in the Department. Judgments on these issues will be made by the Director of Graduate Studies in consultation with the student's specialty area.

XI. Graduate Student Employment Guidelines

A. Full-Time Status Requirement

All students are expected to be full-time students at least until such time as they pass their comprehensive exams and are admitted to Doctoral Candidacy. "Full-time" is defined by University policy (see Section IX.A.), and is calculated on a unit/credit hour formula. In addition to course work, the Department also requires attendance at all relevant meetings and the conduct of scientific research in collaboration with, or under the advisement of, members of the faculty. For students who have not yet been admitted to Level 2 of the doctoral program, full-time

ordinarily means taking 9 or 10 credit hours per semester. Specialty areas may have other specific requirements.

B. Extra Work

Only graduate students admitted to doctoral candidacy may seek extra assistantship work opportunities both on and off campus. However, acceptance of any such job must not interfere with normal progress toward the degree. To ensure the student's progress, all students must have requests for outside employment approved by their advisor and their specialty area. In addition, the acceptance of any job by virtue of a student's status as an advanced graduate student and requiring professional skills and judgments must be consistent with the following regulations:

1. State certification and licensing regulations.
2. American Psychological Association (APA) Code of Ethics.
3. Guidelines established by the agency (e.g. National Institute of Health, National Science Foundation, University of Maryland) that provides the student's primary source of support (i.e., teaching assistantship, research assistantship, fellowship or traineeship).
4. Any restrictions specific to the student's specialty area.

NOTE: While summer job opportunities do not affect a student's full-time status, it should be noted that employment of graduate students from the Department of Psychology in their capacity as professionals must still be consistent with regulations governing state certification, the APA ethics code, and various agency guidelines, and must be approved by the specialty area. Thus, students should check summer employment opportunities with their advisors.

C. Guidelines for Employment in More Than One Position

1. Graduate Teaching Assistants may not engage in outside employment without the approval of their specialty area.
2. Graduate Teaching Assistants who are permitted to hold more than one position on campus may do so only if payment for the second position comes from Labor and Assistants Accounts. This is necessary to avoid numerous complications concerning fringe benefits. For such individuals, the only fringe benefits allowable are those associated with the Graduate Teaching Assistantship.

XII. Guidelines for Graduate Student Instructors and Faculty Sponsors

A. Background and Rationale

Advanced graduate students often have the opportunity to teach classes. Experience has shown that these circumstances can, in isolated instances, lead to misunderstandings as to how the variety of responsibilities concerned with teaching a given course are distributed. The following guidelines clarify the arrangements.

B. Initiating a Special Teaching Assignment

1. Teaching responsibilities are assigned by the Department Chairperson. When the need arises for instructors who are not part of the regular faculty, specialty areas may suggest graduate students who are qualified to be instructors. The Chair, after consultation with the Specialty Area and the student's Advisor, will select and appoint the instructor.
2. At a minimum, the graduate student should have been admitted to Level 2 of the Graduate Program and have approval of the specialty area.

C. Arrangement of the Appointment

1. Appointed instructors are fully responsible for:
 - a) Meeting all scheduled classes including test days and the final exam;
 - b) Constructing and administering all tests;
 - c) Making all assignments;
 - d) Maintaining records for grading the students in the course.
 - e) Turning in all grades, which are the property of the Department, to the Undergraduate Office at the end of the semester.
2. Although a Graduate Assistant may be assigned to help with these responsibilities, the instructor is the administrator in charge and is responsible for carrying them out.

D. Faculty Sponsors

In the cases where graduate students are assigned as Instructors, University regulations require that the Chair designate a faculty sponsor. The person so designated should be a regular faculty member specifically familiar with the course assigned to the Instructor. The activities of the faculty sponsor will include:

1. Review with the instructor the tradition of the course with respect to scope, level of difficulty, and teaching format;
2. Review the syllabus, text selection, assignments, testing, and grading procedures proposed by the instructor before classes begin;
3. Advise the instructor concerning registration problems, such as approving adds, course management, etc;
4. Verify that individual grades are appropriately assigned at the conclusion of the course.

E. Graduate Assistant Supervision

On some occasions it is necessary to assign teaching assistants to a large course taught by a graduate instructor. This arrangement requires special attention on the part of the faculty sponsor. He or she should assist the instructor in clarifying for the teaching assistant what expectations the instructor has for the assistant's contribution. The following questions should be addressed:

1. What office hours are to be kept by the instructor and by the assistant?
2. What scoring or grading policies are left to the judgment of the assistant?
3. What class attendance requirements does the instructor have for the assistant?
4. Are there special scheduling problems in the assistant's semester calendar that should be taken into account in scheduling exams, scoring of exams, or lectures the instructor would ask the assistant to give?
5. What are the arrangements concerning policies, formats and construction of exams?
6. What regularly scheduled meeting times are arranged for the instructor and assistant to discuss routine problems?
7. If term papers or laboratory reports are assigned to the students, who will be responsible for grading and who will set the grading criteria?
8. Who is responsible for the record keeping of the course?
9. What policies does the instructor have regarding the assistant's points of disagreement with the course content and administration? What understandings do

the instructor and the assistant have with regard to expressing these differences to the students of the course?

XIII. Guidelines for University College Teaching by Graduate Students

Graduate students may occasionally be permitted to teach such University College courses. In order to be eligible to teach such courses, students must have passed the comprehensive exam. They must also obtain approval from their specialty area and of the specialty area in which a requested course is offered.

XIV. Graduate Student Records

A. Student File

The Graduate Administrative Assistant maintains a file on each graduate student in the program. Records of course work, forms submitted for degrees, letters of recommendation, etc. are kept in the file. Students are free to review all materials in the file, except for letters of recommendation for which they waived their access.

B. Update of Student Files

In order to keep these files up to date, students are encouraged to review periodically and update information in the file.

XV. Building Privileges, Security, and Individual Responsibilities

The privileges of using the Department's facilities and equipment involve certain responsibilities for building security and care of the facilities and equipment.

A. Privileges Regarding Keys

A key to any research room or office is assigned to a specific student. The student is not to lend the key or make the assigned facilities available to anyone else without obtaining advance approval from the Department Chair or his or her designee. When leaving, students are to ensure that rooms are locked. Do not permit unauthorized persons to enter the building or remain in it after hours or on weekends. Students must not make copies of any keys and they must return all University keys as soon as they no longer have an official status in the Department.

B. Equipment

Apparatus, equipment, and tools may not be removed from the building for personal use, nor are they to be removed from room to room without advance approval of the Chair or his or her designee. If any item of equipment is damaged or found to be damaged or missing, the matter should be reported to the research supervisor and the Director of Facilities (Tony Chan). Repairs or replacements can then be ordered without delay.

C. Office Space

As long as space is available, all graduate students will be assigned office space. Requests for office and research space should be submitted to the Director of Graduate Studies.

XVI. Department Colloquia

Colloquia are held several times each year. At these colloquia, speakers from the University and from other institutions and organizations report on a variety of research activities. Each presentation is followed by a discussion period. Colloquia provide excellent opportunities for faculty and graduate students to come together for intellectual discussion. Regular attendance is strongly encouraged.

XVII. Psychology Associations

A. Sigma Xi

Sigma Xi is a National Honorary Scientific Society of high standards and is dedicated to the encouragement of scientific research. Many of the University teaching and research faculty belong to this scientific society. The University of Maryland chapter meets regularly with a varied monthly program, and interested students are invited to all open meetings. These are announced on the bulletin boards in the Department. Senior graduate students may be nominated for election to Sigma Xi by members of the society, and the qualifications of nominees are evaluated by the Admissions Committee on the basis of their standing and their research productivity in the basic and applied biological, physical, or engineering sciences. The usual time for such a nomination is when a student has achieved candidacy for the doctorate.

B. Psi Chi

Psi Chi is a National Honorary Society in Psychology, designed primarily for undergraduates, but active involvement by graduate students is welcome. Interesting scholarly meetings, projects, and social events are held regularly. This organization provides an opportunity for graduate students and faculty to become familiar with some of our better undergraduates, who are often interested in serving as research assistants.

C. Professional Associations

We recommend that graduate students join and participate in local, area, and national psychological associations. Most doctoral students are eligible to join the American Psychological Association, the American Psychological Society, the Eastern Psychological Association, the Maryland Psychological Association, and the District of Columbia Psychological Association. The MPA and the DCPA are local and have several meetings during the year. The APA, EPA and APS meet annually. It is an important part of a graduate student's training experience to prepare and present research papers at these meetings.

XVIII. Graduate Student Representation

The faculty seeks graduate student input concerning a variety of departmental operations. Graduate students are frequently represented on such departmental committees as the Graduate Committee and faculty recruiting committees. In addition, the various specialty areas frequently involve students in a variety of ways in the internal operations of their areas. The Department also has an institutional representative to the American Psychological Association of Graduate Students. The APAGS includes all students who hold student affiliate status in APA.

Any graduate student who would like to be involved in these or other departmental committees should express interest to his or her advisor, the head of the specialty area, or the Director of Graduate Studies.

XIX. General Regulations

While it is not possible to list all Graduate School requirements, the most important ones are presented together with some of the Department's requirements. All students should familiarize themselves with the Graduate School Catalog and the requirements stated therein.

Forms described below are available from the Graduate Administrative Assistant.

A. Important Graduate School Dates

Each semester the Graduate School publishes a list of important dates in the Schedule of Classes (www.testudo.umd.edu). Students should note carefully the deadlines for submission of theses, various forms, etc.

Requirements relating to the format and distribution of theses and dissertations and to committee membership are covered in the Graduate Catalog.

B. Master's Degree Requirements

1. Minimum Residence: A residence at this institution of at least two semesters, or the equivalent is required.
2. Forms: Students earning Master's degrees must complete the following forms:
 - a. Application for Graduation Form. This form must be submitted by the date listed in the Schedule of Classes. It usually falls near the beginning of the semester in which the student plans to receive the degree. This form is available from the Graduate Administrative Assistant, or from the Graduate School and must be hand-carried to the Diploma Office in the Mitchell Building - Room 1101. Alternatively, it may be completed on-line (www.testudo/registrar).
 - b. Approved Program Form. This form is to be completed by the student and signed by his or her advisor and the Department's Director of Graduate Studies. The signed form will constitute certification of the completion of (or current registration for) all program requirements. The Master's candidate must complete a total of 30 graduate credit hours. *At least 12 credit hours in graduate work must be completed at the University of Maryland, and the candidate must complete 6 credits of PSYC 799.* An average grade point average of 3.0 or higher in all major and minor subjects is required. Courses completed with a "D" or "F" must be repeated. (Students should list only a total of 30 credits on this form.) Any course with a grade of "I" (incomplete) must be completed prior to graduation.
 - c. Nomination of Thesis Committee Form. This form is to be completed no later than two months prior to the final defense. A copy of the Human Subjects Approval form or the Animal Care and Use Committee Approval form must accompany the Nomination of Thesis Committee Form if applicable. The committee members must be given a minimum of seven days in which to review the thesis.
 - d. Report of Examining Committee Form. This form is sent to the Graduate Administrative Assistant from the Graduate School once the Committee has been approved, shortly before the final defense. It must be signed by all members of the Committee when all requirements have been successfully completed. The completed form should be returned to the Graduate Administrative Assistant.
 - e. Application for Admission to Level 2 of the Doctoral Program Form. This form should be completed and submitted to the Director of Graduate Studies no later than the end of the third year of graduate work (or earlier as the specialty area may require).

C. Ph.D. Degree Requirements

1. Residence. The equivalent of three years of full-time graduate study and research is the minimum required. Of the three years, the equivalent of *at least one year must be spent at the University of Maryland*. All work completed at other institutions that is offered in partial fulfillment of the requirements for the Doctor of Philosophy degree is submitted to the Graduate Council for approval, upon recommendation of the Department, when the student applies for admission to candidacy.
2. Doctoral Comprehensive Examination. All graduate students in Psychology are required to complete a doctoral comprehensive examination. Procedures for completing the examination and the exam format vary among Specialty Areas. When the graduate student has passed the exam, it is her/his responsibility to complete the Doctoral Comprehensive Examination form and return it to the Graduate Administrative Assistant.
3. Advancement to Candidacy. The student may apply for candidacy only with the specialty area's approval, and after the student has successfully completed the comprehensive exams. Candidates must be admitted to candidacy at least two semesters (including the semester in which the candidate applies) prior to the conferring of the degree. Each graduate student and advisor must attend carefully to the Department's schedule regarding the deadline for filing the application for candidacy.
4. Registration requirements. Graduate students who have been admitted to doctoral candidacy must register for at least one credit of Dissertation Research (PSYC 899) each semester until they have completed the required number of Dissertation Research credits. A minimum of twelve dissertation credits are required altogether.
5. Time Limit. **The student must complete the entire degree program, including the dissertation and final oral examination, within nine years of matriculation.**
6. Dissertation. The Dissertation Committee must consist of a) at least 5 members with a doctoral degree or its equivalent; b) at least 3 Regular Members of the Graduate Faculty, one of whom is the dissertation advisor, who will chair the committee; c) at least one member from the University who is external to the Department and must be a Tenured Regular Member of the Graduate Faculty.

The committee members must be given at least ten days to read the dissertation before the oral examination is conducted.

The Graduate School will not approve a committee unless the student has been admitted to candidacy.

All members of the committee must be present at the final defense.

7. Granting of Ph.D. The Ph.D. is granted only upon the demonstration of high attainment in scholarship and the ability to engage in independent research. It is not awarded just for the completion of course and seminar requirements, no matter how successfully completed.
8. Forms. Candidates for the Ph.D. degree must submit the following forms:
 - a. Application for Admission to Candidacy Form. The completed application must be submitted to the Graduate Administrative Assistant for further action and transmission to the Graduate School. The doctoral candidacy form requires the signatures of the dissertation advisor (designated as the Major Advisor), the advisor for minor courses (if applicable), and the Director of Graduate Studies.
 - b. Application for Graduation. Doctoral candidates must submit an Application for the Ph.D. diploma at the beginning of the semester in which they plan to graduate. (See Schedule of Classes for deadline.) This form is available from the Graduate Administrative Assistant or the Graduate School and must be hand carried to the Diploma Office in the Mitchell Building, Room 1101, or completed on-line.
 - c. Nomination of Dissertation Committee Form. This form must be submitted by the third week of the semester in which a doctoral student expects to complete all requirements for the degree, but no later than two months prior to the oral examination of a dissertation. (See Schedule of Classes for deadline date.) The completed form, signed by the student's advisor, should be returned to the Graduate Administrative Assistant for submission to the Graduate School.

XX. Specialty Area Programs

Some specialty areas have prepared guides or handbooks in which area requirements are described. Students should familiarize themselves with these materials.