



2020-2021

DEPARTMENT OF PSYCHOLOGY

GRADUATE STUDENT MANUAL

This manual describes departmental procedures that impact graduate students. It is the graduate student's responsibility to understand the procedures in this document, as well as those in the manual for their respective program, and those in the UNT Graduate Catalog. Students are responsible for keeping up with and adhering to changes in departmental or university rules of conduct or procedural rules that occur during their tenure in the graduate program.

Department of Psychology

GRADUATE STUDENT MANUAL

UNIVERSITY OF NORTH TEXAS • 2018-2019 ACADEMIC YEAR

TABLE OF CONTENTS

I.	Diversity	1
II.	Communications to Students	2
III.	Academic Program Advisor	2
IV.	Registration	3
V.	Departmental Financial Support.....	3
VI.	Non-Departmental Financial Support.....	5
VII.	Degree Plans	6
VIII.	Pass-Through Master's Degree	8
IX.	Changing Degree Programs.....	9
X.	Academic Requirements.....	9
	A. General Core Courses	9
	B. Practicum Experience	10
	C. Minor Area or Related Field.....	10
	D. Concentration Core and Qualifying Ph.D. Exam	10
	E. Language Requirement	11
	F. Psychological Employment.....	11
	G. Research Requirements	12
	H. Thesis and Dissertation.....	13
	I. Internship	18
	J. Enrollment Requirements	18
	K. Extension of Time Limits	20
	L. Graduation.....	22
XI.	Appeal Process	23
XII.	Graduate Student Affairs.....	24
XIII.	Academic Integrity	25
XIII.	Forms.....	25
XIV.	Appendices	26

I. DIVERSITY

The Department of Psychology places great value on racial, ethnic, gender, age, sexual and religious diversity. By having a diverse faculty, staff and student body, the education students receive is enhanced and everyone's lives are enriched. We are strongly committed to an environment in which diverse individuals feel welcomed and valued for their differences as well as for their similarities. We have no tolerance for harassment or behaviors deemed to indicate prejudice. If potential problems are dealt with immediately, directly and with sensitivity, then this ideal can be pursued in a mutually respectful and straightforward manner. Consequently, we urge you to immediately contact your program director, the department chair, Dean of Students, or UNT's Office of Equity and Diversity if you become aware of discrimination, harassment or behavior that threatens the freedom, safety and respect deserved by everyone.

Social psychologists often argue that it is not possible to be completely without prejudice. Therefore, to further pursue a diverse and respectful environment, all graduate students are encouraged to engage in introspection or other structured methods to become aware of their own implicit assumptions concerning diversity. As an example of one structured method, you are invited to take a private and confidential version of the Implicit Association Test (IAT) devised by social psychologists. Taking these tests can help us become more self-aware in a variety of ways. Do not take any of these tests without first reading about them on the websites for purposes of informed consent. The IAT can be taken at www.understandingprejudice.org/iat, which has race and gender versions. Another website periodically changes and adds versions. At this time, you can take versions for a variety of social attitudes and mental health issues at www.implicit.harvard.edu/implicit/.

The UNT Multicultural Center is a resource that sponsors programs and activities with the intention of increasing the level of awareness, understanding, and consciousness regarding the under-represented cultures and histories of people of African, Hispanic/Latino, Asian/Pacific Islander, and Native American descents. The Multicultural Center has established the Alton and Renay Scales Ethnic Studies Library, which maintains a basic collection of works relevant to the experiences of African, Hispanic/Latino, Asian, and Native American Peoples. These resources are available to all university students, faculty, and staff for research or general information purposes. The Center also features a lounge area for students, computers and printers for students' use, and a photocopying service for student organizations.

The Psychology Department cooperates with the Office of Disability Accommodation (ODA) to make reasonable accommodations for qualified individuals with disabilities as per the Americans with Disabilities Act and Section 504, Rehabilitation Act. We encourage any qualified student to register with ODA. Requests for accommodation must be presented to the instructor of a class before the 12th class day. If you experience any problems in getting reasonable accommodations, please contact the Psychology Department Chair or the Office of Disability Accommodation.

II. COMMUNICATIONS TO STUDENTS

Students must apprise themselves of departmental and program matters as well as keeping informed of their status in the program. Each student is responsible for facilitating communication in several ways. First, it is the student's responsibility to maintain a current residence address and phone number(s) with

the Graduate Coordinator's office. Every change and/or addition must be done in a timely way through e-mail to PSYC-Grad@unt.edu. Second, students must also check their assigned mailboxes on the 2nd floor of Terrill Hall frequently, except when they are on internship. Third, students must obtain an EagleConnect account for official email. This account can be forwarded to an email account you check more frequently. Obtain an account by going to <http://eagleconnect.unt.edu>. Fourth, students should periodically inspect the department's web page (<http://www.psychology.unt.edu>).

Any of these four methods may be used to communicate official information to students. Consequently, each student is responsible for maintaining open lines of communication in all four ways. The department is not responsible for any consequences which result from the student failing to be current with information the department has conveyed.

III. ACADEMIC PROGRAM ADVISOR

The student's advisor has first-level responsibility for the evaluative process, followed by the student's program committee, and lastly by departmental faculty. Students should consult their program director or the Graduate Coordinator if they are unsure which faculty advisor has been assigned to them when they start the first semester of program study.

- A. The advisor will aid the student in completing his or her schedule each semester.
- B. Evaluations of Student Progress

At least one evaluation per year will be held. Program Committees will evaluate all of their Ph.D. students. The information considered at these meetings will include course grades and examination results, practicum and research team participation, ethical, professional and scholarly behavior, and any other pertinent information concerning a student's performance in the program. Each program has a slightly different procedure and students should check with their program director or program manuals for a complete description of the review process.

The intent of the evaluative review is to apprise students officially of their areas of strength and/or weakness and to assess whether or not the student is making normal progress toward a degree.

IV. REGISTRATION

Students must sign up for classes they intend to take with the Graduate Coordinator so that the department can monitor the size of classes and ensure all will make. If for any reason a student needs/wants to add/drop a class previously requested, they must contact the Graduate Coordinator and make her/him aware of this for the reason stated in the previous sentence. Prior to registration all students must have the courses they are requesting approved by the student's advisor and the approval forwarded to the Graduate Coordinator at PSYC-GRAD@unt.edu. The registration calendar provides specific procedures and dates for early registration, regular registration, and late registration and payment deadlines <http://essc.unt.edu/registrar/index.html>. Registration must be done via internet.

V. DEPARTMENTAL FINANCIAL SUPPORT

- A. *Type and Duration of Support.* Departmental teaching assistantships, research assistantships, and teaching fellowships are the primary means of department support for doctoral students. Assistantships are assigned based on department need and availability. Assistantship appointments are made for one semester at a time. A student may be removed or not be reappointed if performance drops below expectation or other academic reasons arise.

Normally, students are guaranteed four years of department support (years 1-4) and this is always pending funding. Any support paid through the department such as grant funding will be counted in the four years. The maximum four-year expectation on support is designed to provide some assistance to most students requesting support during the time they spend in the academic program. **Support may be extended for more than four years based on departmental need.** This is done on an individual case basis, either due to teaching excellence, department need, or because of unique skills in teaching a given content area.

Additional details about department funding can be found in the funding statement sent to each student when program admission was offered.

- B. *Compensation.* Graduate students are paid according to the UNT Graduate Student Pay Schedule (<https://vpaa.unt.edu/resources/retention>), which determines pay based on the academic progression level of the graduate student. Students who have advanced to Doctoral Candidacy are eligible for pay at the highest level. For this reason it is to students' advantage to advance to doctoral candidacy as soon as possible.
- C. *Applications.* Students will be issued applications from the Psychology Graduate Assistantship Coordinator (PSYCCoordinator@unt.edu) upon receipt of their letter of acceptance to a graduate psychology program. Applications for departmental positions may be required each semester.
- D. *Course Load Requirements.* Students who have a departmental assistantship or teaching fellowship have special restrictions placed on the course load they are permitted to carry. The combined load of course enrollment and teaching assignment may not exceed 16 semester hours in any long semester without approval of the graduate school (TGS).

The [UNT Graduate Catalog](#) considers assistantship employment to be part of a graduate student's semester course load. A single **.25 FTE** (or 10 hrs/wk) assistantship position is considered equivalent to **3** credit hours of the student's course load, where a position (or combined positions) of **.5 FTE** (or 20 hrs/wk) is considered equivalent to **6** credit hours.

When a student intends to take a course load (enrollment + employment) totaling between **16-18** credit hours, they must submit a [Course Overload Request](#) to TGS for approval. For students working department assistantships, they can enroll in **10** hours of classes and still

work their **.5 FTE** assistantship positions with the department without having to get TGS approval.

NOTE: The upper limit to this rule is **12** hours of classes while working **.5 FTE**; the grad school will not approve overload requests exceeding **18** credit hours.

Students holding a department assistantship appointment (at .25 FTE or .5 FTE) must be enrolled for full-time during long terms. During long semesters, full-time enrollment for graduate students is 9 graduate credit hours. However, the department considers doctoral candidates to be enrolled full-time, even if they are enrolled in fewer than 9 graduate credit hours.

- E. *Satisfactory Progress.* Students granted positions are expected to be making normal progress toward their degree, demonstrated by: 1) successfully carrying a minimum of three courses per semester; 2) successfully passing their course requirements while maintaining at least a 3.0 GPA; 3) obtaining positive recommendations from their advisor and practicum supervisor; and 4) receiving a positive recommendation from the faculty supervisor of departmental TAs and TFs
- F. *Selection Process.* Decisions about departmental employment are made by a variety of faculty. 1) Each doctoral program assigns some positions upon admission of doctoral students, 2) Individual faculty have major influence over selections for their research assistant (RA), and 3) Teaching fellow (TF) assignments are made by the TA/TF supervisor with input from students' teaching mentors and the department advisors.

Awards are usually announced no later than the week prior to registration. Department needs take priority but specific assignments will be based on a student's background, experience, and academic record. For example:

- a) Statistics or experimental laboratory assistants will generally need to have completed appropriate classes such as PSYC 5700, 5710, or 6810.
- b) Assessment laboratory assistants will need to have completed appropriate coursework in assessment classes such as PSYC 5420, 5430, and assessment practicum.
- c) In addition to qualifying as a teaching fellow, generally students will need graduate coursework in the area assigned to be taught. Therefore, it is most important that applicants list all of their skills (statistics, testing, group facilitator, etc.) because the department tries to match skills with course requirements. All other things being equal, a student with relevant skills is more likely to be chosen than a student without those skills. Recommendations from faculty regarding teaching ability and communication skills are given special consideration. Awards are usually made in the fall no later than one week prior to registration. Except in unusual circumstances new awards are not made at the beginning of the spring semester. Due to funding issues, it is not possible to guarantee students spring assignments when they have had an assignment in the fall.

- G. *Teaching Fellows (TFs)*. Before students will be granted a TF with full responsibility for a course), they must show proficiency in teaching or demonstrate qualifications based on prior teaching. TFs are only available to students who have demonstrated a high level of performance and are recommended. Often students will serve as teaching assistants (TAs) before being given a teaching fellowship.
- H. *Paid Practicums*. Paid practicums are sometimes available but these are handled by each program and therefore interested students should make application to their respective Program Director.
- I. *Reapplication*. The goal is to meet department needs and to provide financial support for as many doctoral students as possible. Students who have applied for assistantships but who have not been chosen should complete a new application for consideration in subsequent semesters.
- J. *Termination of Department Positions*. Students may be removed from or not reappointed to TAs, RAs or TFs for non-performance of assigned duties, for violation of department or University rules or APA Ethical Standards, for conviction of a crime, or for other significant reasons.

VI. NON-DEPARTMENTAL FINANCIAL SUPPORT

- A. Research assistantships may be available through individual professors holding grants that provide for them. Interested students need to make themselves known to grant-holding professors so that they may be considered for these positions.
- B. The Toulouse Graduate School sponsors financial awards that are open to university-wide competition and make awards annually as funding permits. Check with the Graduate School to see what is available as these change periodically.
- C. Psychology graduate students are also eligible to apply for positions with the UNT Housing Office as resident hall directors and other related positions. Applications for these may be obtained from the UNT Housing Office.

VII. DEGREE PLANS

- A. Degree plan forms are available from the Graduate School or the office of the departmental Graduate Coordinator (<http://www.psyc.unt.edu/graduate-programs/graduate-coordinators-virtual-office>).
- B. **Degree plans must be filed during the semester in which the student accumulates his/her first 12 hours of graduate coursework. Students are bound by the Graduate Catalog currently in force at the time the degree plan is approved by the Graduate**

School. If the degree plan is done at a later date, the student would be responsible for completing any new requirements added since their entry into the program.

- C. Degree plans are developed in consultation with the student's advisor and program director. They are submitted to the Graduate Coordinator's office and reviewed by the department Chair.
- D. Degree Plan Committee:

Students must obtain signatures for their degree plan from their advisor and two other faculty members in order to file the degree plan with the UNT Toulouse Graduate School. The faculty who sign the degree plan will typically serve on the student's thesis/dissertation committee. When the time comes to complete the project, if one or more of the actual committee is different than the original signers on the degree plan, a Change of Degree Plan form must be filed. **Students are required to have a minor professor's signature on the degree plan if they select a minor in a department other than psychology.**

- E. Filing the Degree Plan:

When the degree plan has been filled out and signed by all committee members, it will be taken to the student's program director who must sign the degree plan indicating that s/he concurs with what is stated on the degree plan. The student then brings the original typed degree plan to the Graduate Coordinator. The degree plan will be reviewed, then submitted to the departmental Chair for approval and forwarded to the Toulouse Graduate School. After approval by the Graduate Dean, signed copies of the degree plan are returned to the department and placed in the student's file.

- F. Degree Plan Changes:

To initiate a degree plan change, the student must first obtain a copy of the Change of Degree Plan Form (<http://www.psyc.unt.edu/graduate-programs/graduate-coordinators-virtual-office>). The student then indicates changes s/he wishes to make in consultation with the major professor.

1. For course changes, only the advisor's and program director's signatures are required as well as the department chair.
2. For committee member changes, initials must be from all committee members dropped or added, the student's advisor's signature, and the program director's signature as well as the department chair.

- G. If the thesis/dissertation advisor is of the same program as the student, this person may replace the academic advisor on the graduate degree plan. Students must fill out a Change of Degree Plan Form (<http://www.psyc.unt.edu/graduate-programs/graduate-coordinators-virtual-office>) to make this change in order to give proper notice to the

Graduate School.

H. Prior coursework to meet doctoral program requirements.

1. Students who are admitted to a doctoral degree program in the Psychology Department often have prior graduate coursework that would meet doctoral requirements. Coursework is evaluated in the Psychology Department to determine equivalency to doctoral course requirements. If the coursework is sufficient to meet doctoral program requirements the doctoral course requirement would be waived. Requirements met by prior coursework do not appear on the doctoral degree plan, reducing the number of required hours for the doctoral degree. A maximum of 30 credits can be met by prior coursework; however programs may have other restrictions so consult your program manual. **For doctoral programs of 90 credit hours or more, the psychology doctoral degree plans require a minimum of 60 credits taken within the UNT system (or more per program requirements). For doctoral programs of 72 hours, the psychology doctoral degree plan requires a minimum of 42 credits taken within the UNT system.**
2. A student wishing to have coursework evaluated for equivalency should first fill out the Transfer/Course Substitution Request and attach a syllabus from the class previously taken. Once the form is filled out with appropriate attachments, the student must then take it to their program director if the course they are hoping to “transfer” is a program core course, or if it is a department core course to the Graduate Coordinator, who will pass it on to the department chair. If the director/chair deems the course equivalent (though not necessarily identical), s/he will complete the Transfer/Course Substitution Request for the student’s file.
3. Approved courses used to meet doctoral program requirements should be summarized on the Program Requirement Equivalency Record and turned in to the Graduate Coordinator’s office to be kept in the student file.
4. Undergraduate courses taken for graduate credit cannot be used to fulfill graduate course requirements.

VIII. PASS-THROUGH MASTER’S DEGREE IN PSYCHOLOGY

Students who are admitted to a doctoral degree plan in the Psychology Department, after completing a bachelor’s degree, may receive pass-through master’s degree in Psychology after completing all requirements for the master’s degree while continuing the doctoral program.

- A. All of the course work to be credited toward the master’s degree plan must be numbered 5000 or higher.

The Psychology Master's Degree requires a minimum of 30 credits selected from the following courses:

PSYC 5010	Human Development (3 cr)
PSYC 5090	Social Psychology (3 cr)
PSYC 5420/5430	Assessment I & II (4 cr)
PSYC 5680	Foundations of Counseling Psychology (Methods) (3 cr)
PSYC 5640	Cognition and Affect (3 cr)
PSYC 5700/5710	Quantitative Methods I & II (4 cr)
PSYC 5780	Psychopathology (3 cr)
PSYC 6030	Biological Bases of Behavior (3 cr)
PSYC 5900/5910	Special Problems (1-4 cr)
PSYC 5950	Thesis (6 cr)
PSYC 6000	Introduction to Psychotherapy (3 cr)
PSYC 6200	Advanced Topics Seminar in Psychology (1-3 cr)
PSYC 6300	Theory and Application of Multicultural Psychology (3 cr)
PSYC 6400	Research Design in Psychology (Methodology) (3 cr)
PSYC 6820/6830	Practicum (1-3 cr)
PSYC 6900/6910	Special Problems (1-3 cr)

These are basic departmental requirements. Check the manual for your specific graduate program to see whether a thesis is required. Candidates for a non-thesis master's degree are required to pass a final comprehensive examination.

- B. Apply to the Toulouse Graduate School for admission to the master's degree in Psychology. The application is available through the Graduate Coordinator. No application fee is required.
- C. Submit a master's degree plan to the Graduate Coordinator's office. Once the admission application has been processed by the Graduate School and the student has been officially admitted, the degree plan will be submitted to the Toulouse Graduate School.
- D. The student submits an application for graduation (<http://tsgs.unt.edu/new-current-students/graduation-information>) for the semester in which the master's degree coursework is completed.

IX. PROCEDURE FOR CHANGING DEGREE PROGRAM

Students are admitted for study in a particular degree program in the department. The department recognizes that occasionally a student may wish to change to a different degree program. Any student wishing to make such a change must follow the regular admission procedures. The student is required to file an application for the alternate program by the next application deadline. The alternate program will then review the application as it would any other application.

X. ACADEMIC REQUIREMENTS

A. GENERAL CORE COURSES

These 17 semester hours are required for all Ph.D. programs.

PSYC 5090 – Social Psychology (Fall & Spring)3
PSYC 5640 – Cognitive & Affective Bases of Behavior (Fall)3
PSYC 5700 – Quantitative Methods I (Fall)4
PSYC 5710 – Quantitative Methods II (Spring)4
PSYC 6030 – Biological Bases of Behavior3

1. Students who have completed an equivalent course at another university prior to admission to the UNT program should first fill out the Transfer/Course Substitution Request form (<http://www.psyc.unt.edu/graduate-programs/graduate-coordinators-virtual-office>) and attach a syllabus from the class previously taken. Once the form is filled out with appropriate attachments, the student must then take it to their program director if the course they are hoping to “transfer” is a program core course, or to the Graduate Coordinator, who will then pass it on to the department chair, if it is a department core course. If the director/chair deems the course equivalent (though not necessarily identical), s/he will sign the Transfer/Course Substitution Request for the student’s file.

The department does not award equivalent course credit for prior work experience.

2. Students must receive a grade of "B" or better in all general core courses. Students earning a grade of less than a "B" must repeat the course the next time it is offered.
***PLEASE SEE APPENDIX D FOR POLICY ON LOW GRADES**
3. Students are required to begin fulfilling general core requirements at the earliest possible opportunity--their first semester of enrollment in the program. Students entering the program with a master's degree must have completed general core course requirements by the end of the semester in which the student has accumulated 36 semester hours in UNT programs.
4. Before a student can take a course at a university other than UNT, s/he must have written approval from the program director and from the department chair. The approval form may be obtained from the Graduate Coordinator. Once approval is granted the student will need to contact the Program/Project Coordinator for the Council of the Federation in the Graduate School in order to register for the course, otherwise registration will be blocked.

B. DEMONSTRATING COMPETENCY- HISTORY & SYSTEMS

1. As part of the department's general core requirements, students are required to demonstrate competency in History and Systems. Competency can be demonstrated in two ways.
 - a. Completing an undergraduate History & Systems course and passing the department's competency exam.
 - The undergraduate course can have been or be taken within or outside UNT.
 - Once the undergraduate course is completed, the student can submit his or her syllabus for review.
 - If the course taken meets accreditation requirements for History and Systems courses, the student registers to take the department's competency exam, scheduled three times a year.
 - The History and Systems requirement is satisfied once the student passes his or her competency exam.
 - b. Completing a graduate-level History & Systems course outside UNT.
 - Students who complete a graduate-level History & Systems course may submit the course syllabus for review.
 - If the course meets accreditation requirements for History and Systems courses, competency is demonstrated and the History & Systems requirement is satisfied.

C. PRACTICUM EXPERIENCE

1. Practicum courses are required in programs with an applied orientation. Consult the pertinent program manual for further information.
2. Practicum courses at other institutions are generally not transferable toward the student's UNT degree program. Any questions should be referred to the UNT director of the student's program. (For additional information see section III., B., 3.).
3. All students enrolled in practicum follow procedures as outlined by their respective program manuals and/or program director.
4. For most programs, practicum experience begins in the first semester of enrollment at UNT.

D. MINOR AREA OR RELATED FIELD

Some programs require a minor or related field. In such programs, the minor or related field consists of a minimum of 12 hours (Students should consult their respective program manual for additional information). A minor area consists of 12 hours in a department outside the psychology department. A related field consists of 12 hours in a specialty within the psychology department. If a minor area is chosen, the student is required to have a minor professor from that department serve on the dissertation committee. If a

related field is chosen, the student should check with the Director of that specialty concerning the requirements to fulfill the related field. The student is required to have a professor from the related field specialty on the dissertation.

**E. CONCENTRATION CORE COURSES
QUALIFYING PH.D. EXAMINATION IN CONCENTRATION AREA**

1. Students cannot take the qualifying Ph.D. examination until they have completed all general core courses with a grade of "B" or better.
2. All doctoral students are required to take designated courses in their program area (i.e., clinical, counseling, clinical health & behavioral science). These courses comprise the concentration core.
3. After completion of the concentration core, the student must successfully pass the qualifying Ph.D. examination. The requirements for this examination vary according to program areas. Students should refer to their respective program manuals for further details, scheduling, and procedures.
4. Upon completion of the concentration core qualifying exam, students are admitted to candidacy for the doctoral degree by the Graduate School.
5. **Students cannot propose a dissertation until successful completion of numbers 1 through 4.**

F. LANGUAGE REQUIREMENTS

1. The Psychology M.A. degree requires presentation of evidence that the student has a reading knowledge of at least one foreign language, while the foreign language requirement for the M.S. degree may be waived (See the Graduate Catalogue for details).

G. PSYCHOLOGICAL EMPLOYMENT

Psychological services are regulated by state licensing laws, which allow students to provide psychological services as part of a supervised course of study. Unless a student has a credential that would allow the provision of services to clients, any student providing psychological services must be enrolled in 6820 or 6830 for each internal or external practicum.

Relevant portions of the Act and Rules of the Texas State Board of Examiners of Psychologists are copied below.

Current Rules of Practice

Rule 465.3

(a) Psychologists shall employ or utilize an individual to provide psychological services, in any setting not specifically exempt under §501.004(a)(1) of the Psychologists' Licensing Act (the Act), only if:

(1) The individual is licensed by this Board; or

(2) The individual is specifically exempted from licensure requirements by §501.004(a)(2) of the Act, relating to provision of services as part of a supervised course of study by students, residents or interns pursuing a course of study in a recognized training institution or facility;

465.2. Supervision.

(a) (4) All individuals who receive psychological services requiring informed consent from an individual under supervision must be informed in writing of the supervisory status of the individual and how the patient or client may contact the supervising licensee directly.

(b) (1) Unlicensed individuals providing psychological services pursuant to §§501.004(a)(2), 501.252(b)(2), or 501.260(b)(3) of the Act must be under the direct supervision of an authorized supervising licensee at all times.

Psychologists' Licensing Act

Sec. 501.003. PRACTICE OF PSYCHOLOGY.

(a) In this chapter: (1) "Practice of psychology" means: (A) the observation, description, diagnosis, evaluation, assessment, interpretation, or treatment of and intervention in human behavior by applying education, training, methods, and procedures for the purpose of: (i) preventing, predicting, treating, remediating, or eliminating: (a) symptomatic, maladaptive, or undesired behavior; (b) emotional, interpersonal, learning, substance use, neuropsychological, cognitive, or behavioral disorders or disabilities, including those that accompany medical problems; or (c) mental illness; (ii) evaluating, assessing, or facilitating, by a license holder or a person who represents the person to the public by a title or description of services that includes the word "psychological," "psychologist," or "psychology," the enhancement of individual, group, or organizational effectiveness, including evaluating, assessing, or facilitating: (a) personal effectiveness; (b) adaptive behavior; (c) interpersonal relationships; (d) academic, vocational, and life adjustment; (e) health; or (f) individual, group, or organizational performance; (iii) providing psychological, neuropsychological, and psychoeducational evaluation, therapy, and remediation as well as counseling, psychoanalysis, psychotherapy, hypnosis, and biofeedback; or (iv) consulting with others, including other mental health professionals, physicians, school personnel, or organizations within the scope of the provider's competency and training with respect to services provided for a specific individual; or (B) the supervision of an activity or service described by Paragraph (A).

(2) "Psychological services" means acts or behaviors that are included within the purview of the practice of psychology.

H. RESEARCH REQUIREMENTS

1. Thesis is optional for master's degrees although programs may have different requirements. If a student chooses a non-thesis option, s/he substitutes an additional six hours of either coursework or practicum. Refer to your respective program manual or program director for further information.
2. Research requirements vary for the programs. Check your program manual.
3. All doctoral students are required to do a dissertation (9 semester hours).
4. The department has established procedures for investigators using the research subject pool in order to: (a) maintain order in the face of increasing research in the department; (b) assure all researchers equal access to the subject pool; (c) track research going on in the department; and (d) allow staff to know whom to contact when phoned by participants needing information. To have access to the subject pool, the following steps must be followed:
 - a. Approval for the project must be obtained from the UNT Institutional Review Board (IRB). If you plan to use the department Research Participation Pool Web Site (SONA) to recruit participants for your study include the SONA IRB application with your IRB application (<https://psychology.unt.edu/undergraduate-program/undergraduate-research>).
 - b. After obtaining IRB approval, the researcher presents a photocopy of the IRB's approval notification to the Coordinator of the Research Subject Pool. Dr. Kelly (TH347) is currently the departmental Research Coordinator. Information concerning the study including the title of the experiment, the location and time where participants are to report, the number of research credit hours that will be given for participation, the name of the person conducting the experiment, a phone number where the experimenter can be reached or a message left, a general description of the experimental procedure, and the name of the faculty supervisor will be obtained.
 - c. Once all information is obtained by the Coordinator, the research study will be assigned an experiment number and the researcher will be given access to the online research pool via the Sona system. The researcher will post all of the pertinent information on the system and obtain participants, assign credits, indicate no-shows, etc. through the system.
 - d. Individuals who fail to follow the required procedures will be denied use of the department's subject pool.

I. THESIS AND DISSERTATION WORK

1. There is a framework of schedule deadlines related to thesis/dissertation work. These deadlines are outlined below and must be followed. Deadlines can be found in the Graduate Catalog and at <http://tsgs.unt.edu/new-current-students/graduation-information>. The Graduate School does not make exceptions to its deadlines.
2. The student decides on a general area s/he would like to research. It is the student's responsibility to select a faculty member to direct him/her in the preparation of the research proposal. Students are advised to choose a research director familiar with the particular area the student wishes to research. The remaining committee members are chosen by the student in consultation with the research director.
3. Three committee members are required for thesis or research in lieu of the thesis.
4. Each dissertation committee in the Department of Psychology is to have, as its basic structure, the following: Three persons employed as faculty members by the Department of Psychology or as regular members of a Department of Psychology program committee.
5. If the composition of this thesis, research in lieu of thesis, or dissertation committee differs from the committee that signed the student's degree plan, then the student must fill out a Change of Degree Plan (<http://www.psyc.unt.edu/graduate-programs/graduate-coordinators-virtual-office>) form requesting the committee member changes.
6. For a dissertation committee, each committee may, but is not required to, have additional members from outside the Department of Psychology. An additional member may be (a) a UNT faculty member from another department; (b) a community professional especially appointed to the committee through the Department of Psychology; or (c) a faculty member from another university especially appointed to the committee through the Department of Psychology. Additional members may not replace the three departmental members. To obtain this university member, the student requests a form from the departmental Graduate Coordinator's office (<http://www.psyc.unt.edu/graduate-programs/graduate-coordinators-virtual-office>). Signatures of the major professor, program director, and department chair are required to file this form. Members who are not faculty at UNT require approval from the Graduate School in order to serve on the committee. Contact the Graduate Coordinator for information on additional documents required. This Non-Psychology Department member serves in the same capacity as the departmental committee members and must attend both the proposal and final defense meetings. Programs may place other restrictions on dissertation committee composition, but cannot authorize deviation from the basic structure (e.g., the three departmental faculty) described herein. For example, a program may specify that certain numbers of committee members must be from particular programs, but a program may not authorize committees containing fewer than three departmental

faculty members as define above.

7. In consultation with his or her research director, the student develops a specific project that is considered of dissertation magnitude. During this time, s/he also solicits input from the other members of the committee. The student should take care in writing the final proposal draft using the APA Publication Manual. If care is taken, it will not be necessary to make extensive revisions. (As a point of style, the literature review and method sections should be written in past tense; the results and discussion, for the most part, are written in the present tense.)
8. Proposal Defense Meeting
 - a. When the proposal is in a satisfactory form, the student may schedule a proposal meeting defense with his or her committee to work out any major problems or concerns of committee members.
 - b. **Committee members should have a completed draft of the proposal one week before the proposal meeting.**
 - c. It is expected that the student will arrange a suitable date and time during normal business hours when all members of the committee are able to meet. Students should also be aware that it is often difficult to schedule committee meetings or defenses during the summer semesters and should plan ahead.

One week prior to the proposal meeting, the student must contact the main office (TH 316) to reserve a conference room in Terrill Hall or reserve a room in the clinic. The student will then send a word file to PSYC-Grad@unt.edu. A sample of the 1 page file format is included in Appendix A. A hard copy is then placed on the appropriate bulletin board and another copy is given to the Graduate Coordinator for the student's file. An announcement will also be emailed to all psychology graduate students and faculty.
 - d. Upon the committee's approval of the proposal, the student and research advisor should obtain signatures of all committee members on the proposal signature sheet. These signatures constitute an informal contract protecting the student and committee members. Following the meeting the research advisor outlines and summarizes any modifications made to the research proposal. **The Psychology Graduate Coordinator's Office must have a copy of the signed proposal signature sheet.** A copy of any modifications made to the proposal must be sent to the candidate and the Psychology Graduate Coordinator.
9. Prior to collecting data, students using human subjects are responsible for clearing their research through the UNT IRB for the Protection of Human Subjects. The Use of Human Subject Form is online. After students have completed the form and obtained approval they should follow procedures outlined under section G. 4, of this Manual if they are using participants from the department's subject pool.

10. If the need arises to make any modifications to the approved design of the project, the student must obtain the approval of the entire committee. This approval should be sought only after consultation with the director.

11. Final Defense Meeting

- a. After the project has been executed, the student works with the research director in drafting the final manuscript of the thesis/dissertation. When the manuscript is considered complete, the student schedules the final defense meeting.
- b. **Committee members and Department Chair should have a complete draft of the manuscript two weeks before the final defense meeting.** The student is responsible for having all aspects of the manuscript in APA/Graduate School form. Each student must plan for sufficient time to complete all of the department requirements before submitting the final version to the graduate school. Also see h below.
- c. It is the student's responsibility to contact all committee members and arrange a suitable date and time for the final examination. Students should be aware that it is often difficult to schedule final defense meetings during the summer semesters. If members of the committee are not teaching during the summer, they are not expected to attend any meetings. **It is the responsibility of the student to inform the Graduate Coordinator of the date of the defense and file for graduation prior to the application deadline at the beginning of the semester so proper forms can be generated. (ie, when you apply for graduation that then generates your defense form) Application for graduation instructions can be found online at: <http://tsgs.unt.edu/new-current-students/graduation-information>**
- d. As soon as a date has been confirmed with the committee members, the student checks with the Graduate School **at least two weeks prior to defense** to make sure that he or she has completed the application for graduation and paid the required graduation fees.
- e. **Two weeks prior to the final defense meeting**, the student must contact the main office (TH 316) to reserve a conference room in Terrill Hall or reserve a room in the clinic. The student will then send a word file to PSYC-Grad@unt.edu. A sample of the 1 page file format is included in Appendix A. A hard copy is then placed on the appropriate bulletin board and another copy is given to the Graduate Coordinator for the student's file. An announcement will also be emailed to all psychology graduate students and faculty. An Oral Defense Notification will be submitted online to the Graduate School by the Graduate Coordinator.
- f. The decision of the final defense meeting can be pass, pass with specified

revisions, continuation until some later time, or fail. The continuation decision means that major questions have been raised about the manuscript such that the committee believes the student needs to address substantive issues and appear again before the entire committee. Pass with specified revisions usually means there were correctable deficiencies. In this situation, the research director summarizes the needed revisions and sends a copy of the summary to the student. (Generally, these revisions are made under the supervision of the research director.) Decisions following from the final defense should be determined by vote of the entire examination committee. Once the committee has made their final decision, in order for the Department Chair to sign the final defense form, an electronic copy (not final) of the dissertation has to have been in the chair's office at least two weeks prior to the defense or the form will be held until an appropriate time.

- g. The student should schedule the final defense meeting with sufficient lead-time to make any needed changes required by the committee before graduate school deadlines. The director is responsible for determining if all necessary changes resulting from the defense have been made.
- h. After the Chair has signed the final defense form, the student may file the manuscript with the Graduate School according to their current requirements. Link: <http://tsgs.unt.edu/new-current-students/theses-and-dissertations>
- i. When the signed final defense form has been received and the committee edited version has been submitted to the Graduate School, a link is emailed to the Major Professor. The purpose of the Final Approval is to verify that all edits have been made and approved by the student's committee. The Major Professor must make the approval. The student's thesis/dissertation will not be considered complete until this approval has been received by the Graduate School. The approval will be submitted electronically, through Vireo.
- j. The Graduate School contacts the student when corrections are needed and gives instructions on making corrections to the thesis/dissertation.
- k. Grades for Thesis/Dissertation: Students enroll in 5950 for thesis and 6950 for dissertation. Credit will be given only for the last 6 semester hours of thesis and the last 9 semester hours for dissertation. Students receive a grade of PR for "in progress" (or W for "withdraw", or NP if no progress has been made at all).
- l. The Continuous Enrollment policy of the Toulouse Graduate School requires that once enrollment has begun in 5950/6950 students must maintain continuous enrollment in a minimum of 3 semester hours of thesis/dissertation during each fall and spring semester, up to and including the semester the thesis/dissertation is submitted to the Toulouse Graduate School. The requirement to enroll does not end with the defense. Students must continue to enroll until the paper is submitted to the Graduate School. If you will be using university facilities or

faculty time during the summer, or defend your thesis/dissertation, or submit your defended paper to the Graduate School in the summer, you must be enrolled in thesis/dissertation during that summer.

J. INTERNSHIP FOR PH.D. STUDENTS

1. Students must have completed all general core courses prior to applying for internship. Students should check their respective program manuals for additional specific requirements.
2. Internship placements are required in all of the Ph.D. programs with the exception of the Behavioral Science Program.
3. Prior to applying for internship students must complete all general core courses with a "B" or better. The department also expects the completion of comprehensive exam requirement prior to applying for internship because acceptance by internship agencies is greatly reduced otherwise. Students should consult their respective program manual for specific requirements.
4. The final decision about any student's readiness to apply for internship is made by the program director. Application for internship must have prior approval of the student's advisor and program director. Failure to obtain prior approval may result in the student not being allowed to apply for internship.
5. Prior to submitting ranks for internship the student must successfully defend a dissertation proposal. The student should be aware that s/he cannot register for dissertation course credit or defend a dissertation proposal until after all sections of the comprehensive examination have been passed successfully. Students should consult their respective program manual for specific requirements.
6. Internship placement can be highly competitive. The Department and the University give no assurances that every applicant will be placed. Internship training facilities in the D/FW Metroplex are limited and very competitive. Do not expect to receive placement in the D/FW Metroplex.
7. Internships constitute a full calendar year of work. Please be aware that the start/end dates of the internship may impact your official graduation date from UNT. Students who have not officially completed the internship by graduation day may not be awarded their degree in that semester.

K. ENROLLMENT REQUIREMENTS

1. Students may schedule a maximum of 16 hours during any long semester with the approval of their program. However, the maximum course load is fewer hours for students working an assistantship. Students who wish to take more than 16 hours

must obtain the approval of their program and the Graduate School. Nine semester hours is considered a full-time load by the university for purposes of fulfilling the graduate residence requirement. However, some scholarship awards require a 12 semester hour course load.

2. Graduate students may enroll for no more than 6 hours in each summer term, or for 7 hours if one course is a 4-hour course. Certain courses begin during the first summer term and carry over into the second. In such cases, students may enroll for 9 hours the first term, but only 3 hours for the second term. The extra single hour permitted for lab courses may be taken in either the first summer term or the second term. But this extra hour is not permitted for both summer sessions. Thus the total maximum load for the entire summer is 13 hours. This maximum does not include courses taken during May Minimester
3. Continuous enrollment is expected.
4. All-but-dissertation and all-but-thesis students are required to maintain continuous enrollment in at least 3 hours of research in each Fall and Spring semester until graduation. They are also required to enroll in one semester of Summer if using University resources, including faculty.
5. Students are expected to make normal progress in their degree program. Occasionally students may have reason to take a temporary leave of absence. If such circumstances arise, students should complete a Request for Temporary Leave of Absence (Appendix B) and discuss the matter with their respective program director.
 - a. The student is responsible for initiating and filing Requests for Leaves. Upon approval, the student must file the Request with the Graduate Coordinator and retain a copy. If more time is needed upon expiration of the Leave, the student should complete another Request and confer with their program director. In the absence of an approved Request, the department uses the following policy:
 1. If during any regular (Fall or Spring) semester a masters or doctoral student is not enrolled in any approved coursework, the student is placed on inactive status. After two regular semesters of inactive status, the student is **automatically** removed from his/her respective degree program (and from the department) as required by the department's leave of absence policy. (See J, 5 below.)
 2. A student may be removed from his/her respective program immediately upon receipt of a letter from the student indicating intent to withdraw from the program.
 3. A student removed from a degree program who later wishes to resume a degree program must re-apply for admission as would a new applicant.

- b. The UNT Graduate School continuous enrollment policy precludes granting Temporary Leaves once a student has commenced enrollment in thesis or dissertation.
- c. Leaves of absence do not alter the UNT Graduate School's time limitation policies for work to be credited toward master's or doctoral degrees (i.e., leaves do not extend the time limitations).
- d. A student may be removed from a graduate program for failure to make adequate progress or if in the judgment of the program committee the student appears unlikely to succeed professionally, regardless of grades.

L. EXTENSION OF TIME LIMITS FOR MASTER'S AND PH.D. DEGREES

1. University policy, as stated in the Graduate Catalog, sets specific time limitations for students to complete graduate degrees. Time limitations differ for specific degrees, depending on the number of semester credit hours (SCH) required for the degree.

For masters degrees requiring 42 or fewer SCH the time limitation is five (5) years, for those requiring 43-49 SCH it is seven years, and for those requiring 50 or more SCH it is eight (8) years. All work to be credited toward the doctoral degree beyond the master's degree must be completed within a period of eight years from the date doctoral credit is first earned.

2. The primary purpose of time limitations is to ensure that the student is current in the field of study at the time the degree is awarded. Furthermore, time limitations increase the likelihood that the student will move through the work required for the degree in a timely fashion.
3. UNT recognizes that situations may arise that preclude a student from completing the degree within the prescribed time period. Students will be granted extensions only under very special and extenuating circumstances. These include, but are not limited to, personal and family illness, financial issues, or other circumstances over which the student has no control. Full-time employment will not alone be sufficient grounds for an extension.
4. Policy Governing Requests for Extension
 - a. The Toulouse Graduate School will consider requests for extensions based on recommendations by the Graduate Curriculum Committee of the College of Liberal Arts and Social Sciences. In turn the Graduate Curriculum Committee may recommend that the request be granted if it is satisfied that:
 - i. the student has made a diligent and good-faith effort at satisfying the requirements for the degree within the specified time limit;

- ii. there are circumstances beyond the student's control that will prevent completion of the degree within the specified time limit;
- iii. there is clear and convincing evidence that the student is up to date in his or her major field of study;
- iv. the request has the support of the department chair and the student's major professor or chair of the appropriate departmental committee.

5. Request for Extension of Time Procedures

- a. Prior to the time limit for receiving the degree, the student desiring an extension should make a request in writing to the Department Chair. Except in highly unusual circumstances the student should initiate this request before the seventh year.

Master's and Doctoral Degrees

Requests for extension of time to complete master's and doctoral degrees are accomplished by completing a copy of the Request for Time Extension (Master's or Doctoral).

<http://www.tsgs.unt.edu/downloads/forms/extension-masters.pdf>

<http://www.tsgs.unt.edu/downloads/forms/extension-doctoral.pdf>

Instructions for the Request for Time Extension are repeated below:

- 1. Complete a copy of the Request for Time Extension (Master's or Doctoral).
- 2. Include a **detailed** time line determined by you and validated by signature and date of your major professor containing steps to completion of the degree within the requested time extension (see Page 3-4 of this form).
- 3. Obtain signatures on the application for extension from:
 - 1. the Major Professor
 - 2. the Program Coordinator or Director
 - 3. the Department Chair
 - 4. the College or School Dean
 - 5. the Graduate Dean signs after final review.
- 4. Include letters from:

1. Student (indicating justification and requested terms/conditions of extension request.)
 2. Major Professor (clearly stating what additional coursework is needed; if none is needed, explain how the student is current in coursework; spell out the terms/conditions of the extension request.)
 3. Program Coordinator (endorsing a & b above; may provide additional information)
 4. Department Chair (endorsing a, b, & c above; may provide additional information)
5. Attach a copy of the student's form entitled "The Graduate School Graduate Admission Evaluation Form."
 6. Include transcripts of all work toward this degree. (Unofficial copies are fine. Printouts from EIS are not OK.)
 7. Include current degree plan with grades.
 8. Include resume showing student ID#, place of employment, position and title, work/professional experience, etc.
- b. Upon considering the request, the Arts and Sciences Graduate Curriculum Committee may recommend to the Graduate Council that the extension be granted, denied, or it may take any of several actions, such as requiring additional courses to replace those that are out-of-date, requiring the student re-take the comprehensive examination, or stipulating other appropriate measures to ensure the student is current in the field.

M. GRADUATION

To facilitate completion of details needing attention to meet all UNT and Department requirements for graduation, students must attend to the following at least two weeks prior to applying for graduation:

1. Students must apply for graduation with the Toulouse Graduate School prior to the Graduate School's published deadline.
2. Check degree plan for accuracy. Students must be sure all required courses have been completed and done in the time frame/limit allowed by the Graduate School. Any deficiencies must be removed and a Change in Degree Plan form must be completed and filed before the appropriate deadline for applying for graduation.
3. Students are responsible for checking to be sure all incompletes ("I" grades) are

removed by Graduate School deadlines for graduation. Incompletes in organized classes cannot be removed after one calendar year has passed. Effective with Fall 2017, grades of Incomplete will change to an "F" after one calendar year has passed.

4. Students are responsible for insuring that an evaluation letter for internship completion is mailed to the Program Director and that the incompletes ("I" grade) in internship are actually removed prior to the deadline for the graduation ceremony for which they have applied. This is an especially important item when the student is off-campus.
5. Students must insure that the results of their final thesis/dissertation defense or master's oral examination is filed with the graduate school prior to the published deadline for the expected graduation date. This deadline is usually about 2-2 ½ months before commencement. The defense meeting would need to be scheduled at least a few days before the deadline posted by the Graduate School.
6. All keys must be turned in prior to graduation; including keys to the building and the TA/TF cubicles. Do not give a key to another student for any reason. Graduation is blocked if keys are not turned in to the Key Control Office. Turn in all keys when you leave for internship. Report any lost keys immediately. You are responsible for the costs of a lost key.
7. Notify Graduate Coordinator (or Program Director) of address changes and employment obtained after graduation. Often information regarding professional issues arises which we need to communicate to our graduates and various alumni reports need to be completed.

X. APPEAL PROCESS

Students may appeal program committee decisions relating to their graduate standing. The process described in this section is to be used to appeal decisions other than those for which a specific procedure has been developed. For example, the course grade appeal process as described in the Graduate Catalog is to be used when a student wishes to contest a grade in a specific course. Also, on occasion there may be reason to separate a student from his/her program for other than academic reasons and in this instance the procedures described in Appendix C of this Manual are to be used.

The first level of appeal is to the program committee itself. If the student is not satisfied with the program committee's response to an appeal then the student can appeal to the Department Chair.

If the Chair cannot resolve the matter between the student and the program committee, then the next level of appeal is to a three-person ad hoc departmental committee, formed and coordinated by the department chair. One member will be chosen by the student; another member will be chosen by the program committee. These two members together will decide on the third member from the department, who will serve as chair of the ad hoc committee. If the first two members

cannot arrive at a mutually agreeable choice for a third member, the chair will select the third member.

The ad hoc committee will require written statements from each participant in the dispute. Judgments are rendered on the basis of these written statements, upon other evidence submitted in support of these statements, and, if deemed necessary by the ad hoc committee, upon an oral hearing. If an oral hearing is necessary, the procedure will be determined by the ad hoc committee. At the end of their deliberations, the committee must make a recommendation to the program committee. All records in the case will be filed with the Chair of the Department.

Either party to the dispute can make further fairness appeals based on procedural violations or lack of fairness, first to the College of Liberal Arts and Social Sciences and ultimately to the Graduate School.

XI. GRADUATE STUDENT AFFAIRS

- A. All psychology graduate students are eligible and encouraged to become members of Graduate Association of Students in Psychology (GASP). Some graduate students will also meet the requirements for Psi Chi, the national honor society.
- G. The purpose of GASP is to help the graduate students meet their professional, scholastic, and personal needs. GASP is a vehicle for graduate students to present their concerns and input to the department and its graduate programs. It also serves as a point of contact for social interaction among students and between faculty and students.
- C. For further information, students are encouraged to contact the current GASP officers.
- D. Student rights are protected by procedures for filing a grievance as outlined by procedures in the Graduate Catalogue and by the appeal process described in section X of this manual.
- E. **Student Advocates.** Faculty and those with administrative roles in the department are available to help you address concerns or problems. However, because there may be circumstances where students have concerns or complaints they are reluctant to share with their Advisor or others in official administrative roles, the department identifies two faculty members to be Student Advocates, one female and one male. The Student Advocates are available to help you problem-solve and access resources; they will hold your identity and details of your concern in confidence to the extent they are able under UNT policies, the ethical guidelines of our profession, and state and federal law. These individuals are appointed to serve a 3-year term by the Chair, who invites all of the graduate students to recommend faculty members for this position through GASP. Those in official administrative roles in the department (Program Directors, Chair, Clinic Director, Graduate Advisor) and Assistant Professors are not eligible for the position. The two faculty members, one female and one male, who receive the most votes are considered to have the students' endorsement for appointment as Student Advocate. Student Advocates will be identified on the Faculty Directory.

XII. Academic Integrity

A strong university is built upon the academic integrity of its members. As an intellectual enterprise, it is dependent upon trust, honesty, and the exchange of ideas in a manner that gives full credit and context to the sources of those ideas. UNT's policy on the Student Standards of Academic Integrity is designed to uphold these principles of academic integrity. It protects the rights of all participants in the educational process and validates the legitimacy of degrees awarded by the university.

The policy covers categories of academic dishonesty such as cheating, plagiarism, forgery, fabrication, facilitating academic dishonesty, and sabotage. It includes descriptions of infractions, penalties and procedures. In the investigation and resolution of all allegations of student academic dishonesty, the university's actions are intended to be corrective, educationally sound, fundamentally fair, and based on reliable evidence. The full policy (18.1.16) is available online at *policy.unt.edu*, where it can be located by searching for either title or number.

XIII. Forms

Most forms can be found on the department webpage at <http://www.psyc.unt.edu/graduate-programs/graduate-coordinators-virtual-office>.

- Transfer/Course Substitution Request
- Pass Through Master's Degree Application
- Master's Degree Plan
- Doctoral Degree Plan
- Doctoral Candidacy Student Form
- Change in Degree Plan
- Designation of Outside member for Dissertation Committee
- R53 Request for Posting Special Title/Topic/Subject – Special Problems

Appendices

Appendix A

Procedure for Proposals and Defenses Student Theses/Research in Lieu of Thesis/Dissertations

1. Student is cleared by Major Professor to schedule a proposal or final defense. **(Remember: The chair must have a copy of the final dissertation for two weeks before signing defense form. Review copies of theses/6610s are not necessary.)**
2. Student coordinates an agreed-upon date and time for the meeting.
3. Student contacts main office (TH 316) to reserve 344, 346, or 348 or reserves a room in the clinic.
4. Student sends a Word file to Psyc-Grad@unt.edu. The 1 page file format is:

(Specify) Thesis/Research in Lieu of Thesis *or* Dissertation Proposal *or* Dissertation Defense
Title
Student Name

Date
Time
Location

Put the Abstract in the middle.

Major Professor: Typed Name _____
Committee Members:
Typed Name _____

Typed Name _____

Typed Name _____

Typed Name _____

(the lines after the name of each person are to allow this to function as the signature sheet indicating approval)

5. The Graduate Coordinator has one hard copy placed on the correct bulletin board.
6. The Graduate Coordinator is given a hard copy for department records and the student's file.
7. The Graduate Coordinator emails the announcement to all graduate students (using their UNT email address) and to faculty.
8. After the proposal or defense, the student gives the Graduate Coordinator the announcement/signature sheet with original signatures to be kept in the student's file. Students should keep a copy for their own records.

Appendix B

PSYCHOLOGY DEPARTMENT
UNIVERSITY OF NORTH TEXAS

REQUEST FOR TEMPORARY LEAVE OF ABSENCE

_____ Requests a leave of absence from
the _____ degree program for the following reasons: _____

_____.

The leave is schedule to begin _____ and to terminate _____.

This request for leave is (approved disapproved).

Student

Program Director

Date

Date

Department Chair

Date

1. The original request should be filed with the Graduate Coordinator.
2. The student should retain a copy of the Request.
3. If further time is need upon expiration of the leave, the student is responsible for filing further requests. Failure to obtain extension of expired leave may lead to the student being removed from the program in accord with procedures described in the Graduate Student Manual.

Graduate Student Discipline Policy

Faculty and the Chair are charged with ensuring graduate students in psychology uphold the highest academic and professional standards. Students are responsible for knowing, understanding, accepting and following APA's Ethical Principles as well as local policies and procedures imposed by UNT, by the Toulouse Graduate School, by the College of Liberal Arts and Social Sciences, by the Psychology Department, and by the graduate program that accepted the student. UNT's Code of Student Conduct and Discipline is in the Graduate Catalog and on their website. The graduate programs and department also may impose sanctions for conduct covered in these policies. Unfortunately, it is sometimes necessary to discipline a graduate student and, in rare instances, the breach is sufficiently serious to separate the student from the program.

- 1) Cases of a student's alleged academic or professional misconduct are turned over to the Program Director who gathers information as needed then notifies the student of the complaint by a written memo either on paper or by email. Mutually, they set a time to discuss and attempt to resolve the matter.
- 2) If, after the discussion, the Program Director believes there may be substance to complaint or believes further investigation is warranted in order to clear the student, she or he will inform the Program Committee and the student. A meeting of program faculty (without graduate student representatives) will be called to address the matter no sooner than two weeks from the date of notification.
- 3) The student may submit written material to the program faculty no fewer than three days prior to that meeting. This written material should describe the student's perspective on the matter at hand. The Program Director should also provide a written description of the issue to program faculty no fewer than three days prior to the meeting.
- 4) At the meeting, program faculty will decide how to proceed. For fairly minor problems, they may decide to impose an appropriate sanction. For example, if they believe a student committed a fairly minor act of plagiarism they may require the student to provide a research paper about how to avoid plagiarism. In contrast, if they believe a more serious transgression may have occurred, they will become a fact-finding body. If they become a fact-finding body, the Program Director will leave the meeting and any faculty member who may have personal involvement in the situation will also recuse him/herself.
- 5) As a fact-finding body, the program faculty will function as do grievance and appeal committees for faculty issues in CLASS and at UNT. They will first (i.e., at this initial meeting) determine the appropriate process to address the matter ensuring due process to the student. If a client or outside entity is involved, they will also decide their process with considerations of fairness, timeliness and due process for that entity. They will identify a "fact-finding chair" who will notify the student and relevant other(s) of the process and time line.

- 6) The fact-finding committee will meet and follow the procedures it sets out. The formal, decision-making meeting must be held so that no longer 25 work days lapse between notification of the process and a final, written decision. As with similar committees for faculty, decisions are made by a simple majority of members present for the committee hearing. At this meeting, the fact-finding committee will also decide whether to inform the graduate school and/or the office of students' rights and responsibilities of the situation and their determination.
- 7) Through its chair, the fact-finding committee will notify the student and relevant other(s) in writing of its final determination within 25 work days. If this committee finds the student committed misconduct, a description of the sanction to be imposed will be included.
- 8) Adverse decisions may be appealed through the Department Chair to the Graduate Committee of the department on substantive and/or procedural grounds. The Graduate Committee may decide to uphold the previous decision or conduct a second fact-finding process and either agree with the previous decision or return it to the program committee for reconsideration. This committee, too, will have 25 work days with which to make its determination and notify the student and program in writing.
- 9) If the Graduate Committee decides to send it back to the program for reconsideration, they will provide a written description of their perspective or with the new information they discovered. At this point, the Program Committee fact finding body will reconvene and reconsider the matter. This will be done within 10 days and a final report will be made to the student and to the Graduate Committee.
- 10) If the student remains dissatisfied with the decision and sanction, s/he may make an appeal to the Dean of the Toulouse Graduate School. Procedures may be found in the Graduate Catalog, Graduate School website and by contacting the Dean's office directly.

Appendix D

Policy on Graduate Student Grades Effective June 2009

The Graduate School states:

Graduate students must maintain a B average on all courses that receive graduate credit, whether or not the courses are to be applied toward a graduate degree. Grades of D and F will not apply towards any graduate degree but will be computed in the GPA.

Procedures for the Department of Psychology

1. A graduate student shall be dismissed from the program when they have received three grades less than a B in their coursework.
2. The first time a student receives a C, D, or F, in a course(s) on their degree plan, that course must be repeated within a year of earning the original grade of C or lower, and a grade of B or better obtained to make up the deficit.

The student has responsibility for informing the Program Director of the grade and discussing factors affecting their academic performance. The student and Program Director should develop a plan for the student to make up the deficit and address any academic concerns.

3. When a student has a second grade that is below a B, remediation within the student's program will be necessary.

Remediation Plan: the student is permitted to continue in the program pursuant to successfully completing a specific written plan of remediation prescribed by the program faculty.