

GRADUATE DEGREE REGULATIONS

DEPARTMENT OF PSYCHOLOGY

UNIVERSITY OF FLORIDA

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This document outlines the rules, policies, and expectations placed on graduate students in the Department of Psychology at the University of Florida. These regulations apply to all graduate students in the Department and supplement those in the Graduate School Handbook (<http://gradcatalog.ufl.edu/>). This revision supersedes all previous versions.

The Graduate Catalog states that "It is the responsibility of the graduate student to become informed and to observe all regulations and procedures required by the program the student is pursuing. Ignorance of a rule does not constitute a basis for waiving that rule." Thus a regulation will never be waived nor an exception granted because of ignorance of the regulation.

Students may petition the Graduate Studies Committee, through their advisors, to postpone or waive any departmental regulation believed to hinder their progress. In general, however, such deviations are discouraged.

I. GENERAL INFORMATION

The Department offers five areas of graduate specialization (also called areas of study): Behavior Analysis, Counseling, Developmental, Behavioral and Cognitive Neuroscience, and Social. Each student is assigned to one area, based on his designated preference at the time of admission. Each area has a training coordinator who implements an appropriate curriculum and requirements for graduate students in that area. In addition, a department-wide Graduate Coordinator oversees the quality and implementation of the entire graduate program and ensures compliance with college and university policies. The Graduate Studies Committee, consisting of the Graduate Coordinator and two other appointed faculty members, serves to advise the Graduate Coordinator, and the Chair of the Department, on graduate student policies.

A. Graduate Advisor/Supervisory Committee.

Upon admission to the graduate program, each student will be assigned a faculty advisor who will facilitate course registration, supervise student research, and serve as a resource person. All students must also have a Supervisory Committee. The University requires that students formally appoint this committee no later than the end of the first year, or before they have acquired 12 or more credits, in order to retain good standing in the Graduate School. Section II.A.1 describes the Supervisory Committee for the Master's Degree and

Section III.C describes the Supervisory Committee for the Doctorate. Special rules for committee structure apply to students who enter the program with a Master's Degree (see Section II.C). Committee appointment forms are available on the departmental website.

B. Stipends.

Most assistantships are awarded on a 9-month, academic year, appointment and most fellowships are awarded on a 12-month appointment. All graduate students are eligible for up to four academic years of departmental funding as teaching assistants (TA) or graduate instructors (GI) - assuming satisfactory progress in the program. Students admitted on or after the fall of 2007 are eligible for five academic years of departmental funding as TA or GI. Students may avail themselves of this funding over no more than six years in the program. Students are strongly encouraged to apply for their own research funding from outside organizations.

In most cases, students must obtain grant funding in order to receive a summer semester stipend.

Students receiving assistantships through the department are discouraged from obtaining additional outside employment. The demands imposed by duties related to a stipend, plus those imposed by research

and classroom activities, make it unlikely that satisfactory progress can be made if additional obligations are incurred. If a student's Supervisory Committee determines that appropriate progress is not being made or would not be made because of conflicts arising from additional employment, the Committee may recommend termination of a stipend.

C. Work-Related Experience.

All graduate students are required to do departmental research throughout their graduate careers. One or more faculty members will direct all research, teaching, or related activities. Generally students work most closely with their faculty advisor who also serves as the Supervisory Committee chair.

D. Ethical Conduct.

All graduate students are required to conduct themselves in accord with APA Ethical Principles. All students should acquaint themselves with the current version of the APA Ethical Principles of Psychologists concerning responsibilities to the public, conduct of research, dissemination of information, and professional relationships. Also, no student should engage in any professional activity except under immediate supervision in a graduate course in which the student is formally registered, or under the direct supervision of the student's advisor or a qualified person designated by that advisor. APA Ethical Principles and Federal regulations governing the use of human and animal subjects are binding on all psychology graduate students.

E. Changing Area of Specialization.

Students wishing to change from one area of specialization to another should submit a written request to the Area Coordinator of the new area for written approval. The Area Coordinator in the new area will coordinate all details of the transfer with the Graduate Coordinator.

F. Dual areas of specialization.

Students admitted into the PhD program in psychology (but not the PhD program in Counseling Psychology) may develop a co-major with another training program in the department. In this case, the approval of the faculty of both areas is required, as well as faculty in each area willing to act as co-chairs of the student's committee. The student's Supervisory Committee must contain at least two members from each of the relevant areas of study. Before the end of the first semester in which the student desires to switch to dual areas of study the student must gain approval of her program from her committee and the GSC. The program of study should include classes required by each area, as well as a plan to attend and present research at area "brown bag" research colloquia: It need not contain as much as 50% of the classes required of students in each of the constituent areas but must respect the departmental requirements for graduate training (see Sections III. A and B).

A change to dual area status should normally be complete before the end of the student's second year of study in the department.

For a student admitted with dual area status, the GSC serves as the student's advisory group until the student's Supervisory Committee is appointed.

Students desiring admission as dual area students with support from departmentally administered funds should be put forward for support by the primary area of one of their prospective mentors.

G. The Doctoral Co-Major.

The Department has an approved Ph.D. co-major program with the College of Education. The requirements for this co-major are provided on the departmental website.

Interested students may also complete a Law degree in conjunction with the Ph.D., by obtaining the approval of their advisor and Supervisory Committee, and meeting the requirements of both programs.

H. Independent Studies Courses.

Independent study courses are PSY 6905 (Individual Work), PSY 6910 (Supervised Research), PSY 6971 (Master's Thesis), PSY 7979 (Advanced Research) and PSY 7980 (Doctoral Dissertation). Registration forms for PSY 6905 and other independent study courses are available on the department website.

PSY 6910 enrollment is limited to 5 credits total. PSY 7979 may be taken with no limit on credits once a student has completed the Master's Degree, or, in the case of a student who opts not to obtain a Master's Degree, as soon as a Ph.D. Supervisory Committee has been established. PSY 7980 (Doctoral Dissertation) may be taken only after admission to candidacy for the Ph.D. (that is, after the qualifying examination is completed).

After establishing a program of study with an appropriately expert faculty member, a student may enroll in PSY 6905 to do independent work on a topic not covered by established courses. PSY 6905 enrollment is limited to 3 credits per semester. However, PSY 6905 may not be used for preliminary work on the Master's thesis or doctoral dissertation, and each student is limited to 10 credits of PSY 6905.

I. Evaluation.

Student progress is evaluated continuously by the area faculty. This evaluation is based on the quality of the student's academic work, assigned instructional and research contributions and accomplishments, the student's professional and ethical conduct, and completion of degree requirements. By the end of the Spring semester of each year, area faculty will review the progress of all students in their area and determine whether the student is continuing in good standing. The area director will then give each student formal written feedback on the outcome of this process.

In the case of "Exceptional" students (see section 1.K), the GSC will take the role of the area faculty in determining the student's status, and the graduate coordinator will adopt the responsibility for formally informing the student of her status. In making this determination the GSC will take advice from the student's committee and other faculty who have taught or otherwise interacted with the student. The student's mentor is responsible for keeping the GSC informed on the student's progress.

Students who are not making satisfactory progress will be informed about what needs to be done to remediate their deficiencies and continue in the program.

Students with two unsatisfactory grades (a grade of C+ or lower, or an "I" that remains on the record for more than one term) will have their records referred to the Graduate Studies Committee which will determine whether those students should be allowed to continue in the program. Should the committee rule that a student be dropped from the program, the decision may be appealed to the Policy and Planning Committee of the Department. Under no circumstances will students be permitted to continue with three unsatisfactory grades. (Note: Any grade of C+ or lower in a required course must be replaced by presenting satisfactory evidence that B level competency has been acquired).

Violations of ethical conduct by graduate students will be evaluated by the Graduate Studies Committee. If, in the judgment of the committee, unethical behavior of a sufficiently serious nature as to compromise a graduate student's promise as a psychologist, that student will be dropped from the program. Examples of such serious violations are felony convictions or gross violations of the APA ethical code or Federal guidelines. The appeals process is the same as in the case of failure to meet minimum standards of scholarship.

J. Continuous Enrollment.

The Department requires registration for two of every three contiguous semesters. Failure to maintain this continuity will result in the student's dismissal from the program. A dismissed student may apply for readmission when ready to resume status as a full-time student.

A student may request a leave of absence for no longer than one year. Such a request, which must be approved by the Area Coordinator and the Graduate Coordinator, is usually granted if the student is in good standing and has sufficient reasons for the leave of absence. At the end of the leave, the student must apply for readmission to the University of Florida, but reentry into the program is automatic. Reentry is not automatic for a student taking a leave of absence for longer than one year.

K. Exceptional Cases.

In exceptional cases, a student may follow a program of study outside any of the established areas of study of the department. In such a case the following conditions need to be met: (1) the scholarly interests of the student would not fall within one or two of the existing areas of the department, (2) the student's interests would be compatible with the supervisory capacities of a graduate faculty member in the department, and (3) the student's desired program of study would be within the expertise of the faculty of the department as a whole.

Before the end of the first semester in which the student desires to switch to exceptional status, the student must gain approval of her program from her committee and the GSC. The program of study should normally include classes required by at least three areas, as well as a plan to attend and present research at area "brown bag" research colloquia. For a student admitted with exceptional status, the GSC serves as the student's advisory group until the student's Supervisory Committee is appointed.

A change to exceptional status should normally be complete before the end of the student's second year of study in the department.

Students desiring admission as exceptional cases with support from departmentally administered funds should be put forward for support by the primary area of their prospective mentor.

L. Grievance Procedure.

The Graduate Student Handbook (<http://gradschool.rgp.ufl.edu/>) defines a grievance as "dissatisfaction occurring when a student thinks that any condition affecting him or her is unjust or inequitable or creates unnecessary hardship. Areas in which student grievances may arise include scientific misconduct, sexual harassment, discrimination, employment-related concerns, and academic matters." The graduate school policy is defined in their handbook, university policies are online at <http://www.hr.ufl.edu/eoo/harassment.htm>, and the department's policy may be found on the department's website.

II. MASTER OF SCIENCES DEGREE

All students intending to pursue a PhD degree must first show they have attained a level of research competency equivalent to that of a Master's degree in Psychology. Students may choose whether or not they wish to take a Master's Degree as part of their preparation for the doctorate, but in either case must submit a written report of original empirical research to their supervisory committee for examination.

All thesis and dissertation research must be approved by the University Institutional Review Board (University Human Subjects Committee) or by the Institutional Animal Care and Use Committee before any subjects (including pilot subjects) are tested. Approval by the thesis or doctoral committee in no way substitutes for the approval of an appropriate research review board. Students who violate this regulation will be solely liable for any legal or disciplinary action stemming from their research activities.

A. Master's degree

1. Master's Degree Supervisory Committee.

A Supervisory Committee must be formed no later than the end of the second semester in residence, or before completing 12 credits, in order to maintain good standing with the Graduate School. This committee will plan a program of study with the student, guide and evaluate student progress, and direct the student's research. The committee should consist of at least two members of the Graduate Faculty in Psychology, and either a faculty member from another department or a third member of the psychology faculty whose area of research specialization is different from that of the student. The chair of this committee will normally be the student's advisor. Student and advisor together recommend other committee members for approval by the appropriate Area Coordinator and the Graduate Coordinator. The Supervisory Committee must have at least one member who has a full-time appointment in the Department of Psychology.

Changes in membership of the committee may be made, but the original committee and the Graduate Coordinator must approve these changes. The Graduate School does not permit changes in the Supervisory Committee during the semester in which the degree is awarded, except by petition. Note that the Master's Supervisory Committee is automatically terminated with the awarding of the Master's Degree.

2. Research Proposal

The department requires students to submit an abstract of a formal research proposal to their Supervisory Committee for approval.

3. Course Requirements

Students must complete successfully at least six credits of PSY 6971 and at least six hours of coursework in psychology (not including research credits or independent study). The program of study also requires six hours of graduate coursework in quantitative methods of data analysis, as approved by the area of study. Completion of these requirements and any other courses required by the area must be certified by the Supervisory Committee prior to the date the MS degree is to be awarded. If completing in Fall or Spring, students need to be registered for a minimum of three credits of PSY6971 in their semester of graduation. If completing in the Summer, a minimum of two credits are required. In both instances, the terms of the assistantship (if any) may specify a higher minimum number of hours.

4. Master's thesis

All students must submit a thesis, which must be an original, scholarly contribution to the student's area of Psychology. Most will entail empirical studies and all should be of a publishable quality as determined by the student's supervisory committee. Although the student will work closely with the advisor and Supervisory Committee throughout the thesis process, the writing and analysis of the thesis is expected to be conducted by the student. Should the student solicit any type of paid or substantive assistance in conducting the writing and analysis of the thesis, the student must provide a comprehensive description of all such assistance to the Supervisory Committee prior to scheduling the oral examination. Committee members may ask for additional details or prior drafts as needed to verify the independence of the work.

The thesis must be formatted for submission to an identified peer-reviewed scholarly journal.

After the thesis has been passed as acceptable by the Supervisory Committee at an oral examination, the student must format the final version according to the formatting requirements of the graduate school for Master's theses and submit that final version to the graduate school.

5. Oral examination

The oral examination will be conducted by the Supervisory Committee on the thesis and other aspects of the student's program. All faculty members are invited to participate in every oral examination, and student observers are welcome if invited by the candidate and approved by the committee chair. The oral examination ordinarily will take place during the fall or spring semester; this exam will be given during the summer only with the consent of all members of the Supervisory Committee.

B. Master's Equivalency

Students who do not wish to acquire a Master's degree in our department, and who do not already have a Master's degree with a research report component that has been recognized by the student's supervisory committee as equivalent to a Master's degree with thesis in our department, need to follow the regulations for Master's degrees outlined in Subsection A above, with the following departures.

1. Supervisory Committee

The student's work for Master's equivalency must be considered by a Ph.D. committee (see subsection III C below).

2. Course Requirements

There are no specific course requirements apply beyond those specified below for the PhD degree and the requirements of the student's area.

3. Thesis

Students must submit to their supervisory committee a research report following the regulations for a Master's thesis except that the thesis does not need reformatting after examination in line with the requirements of the graduate school and is not submitted to that body.

4. Oral examination

Students submit to the same examination as for a Master's degree.

C. Students with a prior Master's Degree

For students entering our program with a Master's Degree, the initial supervisory committee will be formatted as a Master's committee (subsection II.A.1 above). However a Doctoral Supervisory Committee must be appointed before the end of the student's second year in the program (see Section III.C below)

Students entering with a Master's Degree from an accredited institution continue their graduate studies in the Department of Psychology under one of the two scenarios described below. Within one year of entering the graduate program, all students with a Master's Degree must be given the opportunity to submit materials, including their Master's thesis, to their supervisory committee to find out their status. Either:

a) The Master's Degree is fully accepted by the Supervisory Committee and the student proceeds directly to the Ph.D., completing any remaining required coursework, the qualifying examination and the dissertation.

Or:

b) The Master's Degree is not accepted by the Supervisory Committee. In this case, the student will be required to complete a Master's Degree in our program or meet the Research Requirement as explained above in Sections II. A and B respectively.

Regardless of status, all students entering with graduate credit hours from other regionally accredited colleges or comparable international universities, may apply to have up to 30 credit hours of graduate coursework (all with grades of A or B) transferred to the University of Florida (UF) as a block. This transfer must be requested within the first year as a UF student.

In addition, students may request a waiver for a specific course required by the department or their area if they have successfully completed a comparable course at another recognized institution with a grade of A or B. This process requires the student to present a detailed course syllabus for the credit that was completed to a faculty member who teaches a comparable course at the UF. If that faculty member agrees that the course material is comparable, she must send a written acceptance of the completed coursework to the Graduate Coordinator. The written acceptance must include a statement that the student has completed coursework acceptable in lieu of a required course (the course name and number must be specified) at UF.

III. THE DOCTORAL PROGRAM OF STUDY

The program of study consists of foundation courses and specialized experiences in designated areas of study. Students must demonstrate core knowledge within, and outside, the specialized area of study by completing appropriate coursework, teaching, and seminar participation. All students are expected to teach at least one course as the primary instructor, but no student will be given responsibility as a Graduate Instructor until he or she has completed the Master's Degree or its equivalent.

A. Coursework and Teaching.**1. Core knowledge:**

Students complete one of the options below.

Option A:

The student must successfully complete 9 graduate student credit hours within the Department of Psychology from at least 3 different doctoral training areas, all of which must be from courses outside of

the student's area of doctoral specialization; and the student must be the instructor of record in at least one assigned undergraduate course in psychology.

Option B:

The student must take 9 graduate student credit hours from courses outside of the student's area of doctoral specialization (within or outside the department of psychology), and the student must be the instructor of record for General Psychology (PSY 2012).

Before instructing a class for the first time all students must participate in a seminar on the teaching of psychology.

Students selecting Option B must meet with the coordinator of PSY2012 for two hours per week during the semester in which they instruct that class. These students may choose to receive course credit for those hours by enrolling in PSY6940.

2. Statistics:

Six hours of graduate coursework in quantitative methods of data analysis, as approved by the area of study. Students who have completed six hours of statistics accepted in the Department of Psychology for the Master's Degree at the University of Florida are not required to take additional statistics courses, although many students choose to do so. Students may petition the appropriate instructor for a waiver of this requirement if they have already taken courses in this area (see Section II.C for a description of the waiver process).

B. Seminar Participation.

In addition to the Coursework and Teaching requirements stipulated above, all first-year students are required to participate in a weekly *Seminar on Psychological Science*, organized by the Graduate Coordinator. The Seminar is not a graded course and is not offered for formal course credit. All first-year graduate students will be responsible for attending these sessions (ordinarily 14 sessions per semester) during their first year in the program (fall and spring). Missing more than 2 sessions would require the student to attend the Seminar again for a full semester in the following year. Deficiencies in attendance can be remediated through the second year of the student's program of study (i.e., the conclusion of the spring term of the student's second year), after which the student would no longer be in good standing and would be subject to termination of his or her degree program. Consistent with Departmental Guidelines, any petition for waiver of this requirement can be made to the Graduate Studies Committee.

C. Doctoral Specialization and Supervisory Committee.

All students are expected to work towards the Ph.D. degree whether or not they elect to complete a Master's Degree as part of their training. The Ph.D. program is designed to encourage specialization of skills and competencies within one of the department's areas of graduate training. The Doctoral Supervisory Committee consists of at least four members, including the Committee Chair (advisor) and at least two other members who must hold Graduate Faculty Status in the Department of Psychology. In addition, the composition of the committee must be as follows: Chair, from the student's area of study; a second member from the student's area of study; a third member from within the Department of Psychology but outside of the area of study; a fourth member from outside the Department of Psychology. The outside member must be an individual who has Graduate Faculty Status in a department other than Psychology at the University of Florida. In order to maintain good standing in the Graduate School, this committee must be appointed the semester following completion of the Master's Degree. To appoint the committee, students select a member of the Graduate Faculty in the area of study who is willing to chair the committee (normally, the

student's advisor). Together, the student and advisor should identify the other potential committee members, ask if they agree to serve, and present this proposed committee to the Area Coordinator and the Graduate Coordinator for approval. Appropriate forms are available on the departmental website. The committee may be changed, if necessary, with the approval of the members of the original committee and the Graduate Coordinator. The Graduate School does not permit changes in the Supervisory Committee during the semester in which the degree is awarded, except by petition.

D. Ph.D. Qualifying Examination.

The basis for the qualifying examination will be the program of study that the student submitted to the Supervisory Committee prior to the examination. The program of study consists of specified content areas (e.g., topics, concepts, references) that the student is expected to know for the qualifying examination. This content is to be determined jointly by the student, his or her advisor, the faculty in the area of study, and the Supervisory Committee. The Supervisory Committee must approve a document prepared by the student that describes this jointly-determined content.

The qualifying examination, which is both written and oral, is administered and evaluated by the Ph.D. Supervisory Committee. The examination concerns the content areas identified in the student's program of study, skills required for dissertation research, and associated skills in the area of specialization, as well as background information and general competence. Upon the recommendation of the Ph.D. Committee, an "area paper" may constitute the written portion of the qualifying examination.

The qualifying exam ordinarily will take place during the fall or spring semester; a summer exam will be given only with the consent of all members of the Supervisory Committee. Students must schedule the examination before accumulating 80 graduate credit hours and at least two semesters prior to the date of graduation. Students who do not schedule the exam before accumulating 80 credits will be placed on probation and must complete the exam in the following semester. Students who do not complete the qualifying exam during the probationary period will be terminated from the program.

Note: Should a student fail to meet the deadline in the spring semester, the probation period would be for the summer semester and ends no later than the first week of the fall semester. In this case, the student will not be re-appointed for departmental funding for the fall semester unless the qualifying exam has been completed by this deadline.

E. Doctoral Dissertation.

The departmental regulations concerning the dissertation proposal and defense are identical to those for the Master's described in Section II.A above. The Doctoral dissertation must be an original, scholarly contribution to the discipline of Psychology. Most will entail empirical studies. As with the thesis, the writing and analysis of the dissertation is expected to be conducted by the student. Should the student solicit any type of paid or substantive assistance in conducting the writing and analysis of the thesis, the student must provide a comprehensive description of all such assistance to the Supervisory Committee prior to scheduling the oral examination. Committee members may ask for additional details or prior drafts as needed to verify the independence of the work. Ph.D. candidates must be registered for PSY 7980 during the final term. The Graduate school requires registration for a minimum of three credits of PSY 7980 for students defending their dissertation in Spring or Fall, and two credits if defending in summer. In both instances, the terms of the assistantship (if any) may specify a higher minimum number of hours. The final oral defense of the dissertation should be scheduled no later than three weeks before the end of the term, and the Graduate Program Assistant should be notified as soon as the meeting is scheduled. The final

defense ordinarily will take place during the fall or spring semester; a summer defense will be given only with the consent of all members of the Supervisory Committee.

F. Practicum and Internship.

Practicum and internship assignments are administered through the Director of Training in Counseling Psychology. Internship credit will not be allowed before admission to candidacy for the Ph.D.

G. Students entering with a Master's Degree

For students entering with a Master's Degree, the initial supervisory committee will consist of the Chair (typically the student's advisor), and two other members from the Department of Psychology. This committee will serve until the student is ready to appoint a Doctoral Supervisory Committee, which must be appointed no later than the end of the student's second year in the program (the requirements for a Doctoral Supervisory Committee are described in Section III.C above)

Students entering with a Master's Degree from an accredited institution continue their graduate studies in the Department of Psychology under one of the two scenarios described below. All students who enter with a Master's Degree must be given the opportunity to submit materials and find out their status (a or b) within 1 year of entering the graduate program.

a) The Master's Degree is fully accepted by the Supervisory Committee and the student proceeds directly to the Ph.D., completing any remaining required coursework, the qualifying examination and the dissertation.

b) The Master's Degree is not accepted by the advisor and/or Supervisory Committee. In this case, the student will be required to complete a Master's Degree in our program or meet the Research Requirement as explained above in Section II above.

Regardless of status, all students entering with graduate credit hours from other regionally accredited colleges or comparable international universities, may apply to have up to 30 credit hours of graduate coursework (all with grades of A or B) transferred to the University of Florida (UF) as a block. This transfer must be requested within the first year as a UF student.

In addition, students may request a waiver for a specific course requirement if they have already completed a comparable course at another recognized institution with a grade of A or B. This process requires the student to present a detailed course syllabus for the credit that was completed to a faculty member who teaches a comparable course at the UF. If that faculty member agrees that the course material is comparable, she must send a written acceptance of the completed coursework to the Graduate Coordinator. The written acceptance must include a statement that the student has completed coursework acceptable in lieu of a required course (the course name and number must be specified) at UF. This process is used for courses that are departmental requirements and/or area requirements.

H. Summary of the Major Requirements for the Ph.D. Degree.

1. Appoint Ph.D. Supervisory Committee
2. Satisfy all coursework, teaching, and seminar requirements for university, department, and area
3. Complete the research requirement (Master's Degree or equivalent research experience)
4. Complete teaching requirement

5. Submit program of study including course work and/or qualifying examination plan to Ph.D. Committee for approval
6. Submit dissertation proposal to Ph.D. Committee for approval
7. Pass Ph.D. qualifying examination and submit formal paperwork for admission to candidacy
8. Pass oral defense of completed dissertation
9. Complete internship, if applicable

IV. AREA REQUIREMENTS

In addition to the departmental requirements outlined here, each area of training has additional requirements for its students. It is each student's responsibility to meet those are requirements clarification of which may be obtained from the respective Area Coordinator.

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