

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. This revision supersedes all previous versions. These regulations apply to all graduate students in the Department and supplement those in the Graduate School Handbook (available through the “Graduate Student Handbook” link at www.graduateschool.ufl.edu).

The Graduate Catalog states “The student is responsible for becoming informed and observing all program regulations and procedures. The student must be familiar with Graduate Catalog general regulations and requirements, specific degree program requirements, and offerings and requirements of the major academic unit... *Rules are not waived for ignorance.* Any exceptions to the policies stated in the Graduate Catalog must be approved by the Dean of the Graduate School...” Thus a regulation will never be waived nor an exception granted because of failure to know or understand 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 graduate training specializations (also called areas of study): Behavior Analysis, Behavioral and Cognitive Neuroscience, Counseling Psychology, Developmental Psychology, and Social Psychology. Each student is assigned to one area, based on the student’s designated preference at the time of admission. Each area has a training Director 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, and on issues of relevance to individual graduate students.

A. Ethical Conduct.

All graduate students are required to conduct themselves in accordance 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.

All research, including research for the thesis and dissertation, must be approved by the University Institutional Review Board (University Human Subjects Committee) or by the Institutional Animal Care and Use Committee before any participants/subjects (including pilot data) are tested. Approval by the supervisory 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.

B. Graduate Advisor and 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 Doctoral degree.
- Special rules for committee structure apply to students who enter the program with a Master's Degree (see Section II.B).
 - Committee appointment forms are available on the Departmental website at <https://psych.ufl.edu/graduate/current-grads/forms/>.

C. Stipends.

Most assistantships are awarded on a 9-month, academic year, appointment. All graduate students are eligible for up to five academic years of Departmental funding assuming satisfactory progress in the program. Students may avail themselves of this funding over no more than six years in the program. In other words, funding is not guaranteed beyond the fifth year, even for students who are in good standing. Students who are beyond the sixth year are not eligible for Departmental funding. Students are strongly encouraged to apply for their own research funding from outside organizations at any time.

In most cases, students must obtain grant funding or fellowships in order to receive a summer semester stipend. There may be a small number of assignments as Teaching Assistant or Graduate Instructor during the summer months, and some students may receive funding from their advisor's grant, but these are not guaranteed and are not typically available.

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.

D. 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 for an individual student. Generally students work most closely with their faculty advisor who also serves as the Supervisory Committee Chair.

E. 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. In addition, a member of the faculty in one of the areas (the major) will serve as primary mentor of the student's Supervisory Committee. A member of the faculty in the major and member of the faculty in the co-major will serve as co-chairs. 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 the 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 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.

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.

F. 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.

Students are not admitted under this provision but may elect to pursue this option during their training. In order to apply for re-designation as an exceptional case, the student must have a faculty mentor and supervisory committee who have agreed to supervise the program of study and then must gain approval of the program of study from 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 research colloquia. The supervisory committee should, if possible, have a member from each of the areas in Psychology reflected in the program of study along with the external member.

G. Changing Area of Specialization.

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

H. 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.

I. Continuous Enrollment.

The Graduate School has specific requirements for continuous enrollment and minimum registration and students are expected to be familiar with the current requirements. 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 Director 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 Departmental program is automatic. Reentry is not automatic for a student taking a leave of absence for longer than one year.

J. 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 at <https://psych.ufl.edu/graduate/current-grads/forms/>.

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.

K. Transfer of Credits.

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 as a block. This transfer must be requested within the first year as a University of Florida student. In order to initiate the block transfer, the student or advisor must submit a copy of the unofficial transcript to the Graduate Coordinator, who will approve it (as appropriate) and enter it into the Graduate Information Management System (GIMS) for approval by the College Dean and Graduate School.

In addition, students may request a waiver for one or more specific courses 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 University of Florida. If that faculty member agrees that the course material is comparable, they must sign a waiver form indicating that the course is equivalent. The student or advisor will then submit the waiver form to the Graduate Coordinator, who will approve it (as appropriate) and enter it into the Graduate Information Management System (GIMS) for approval by the College Dean and Graduate School. The waiver form is then deposited in the student's Departmental file. The waiver form is available at <https://psych.ufl.edu/info-forms/>

L. 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.

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, who will determine whether those students should be allowed to continue in the program. 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). Should the committee rule that a student be dropped from the program, the affected student is entitled to file a grievance in accordance with procedures outlined in the GAU Collective Bargaining Agreement.

M. Violations of Ethical Conduct.

Violations of ethical conduct by graduate students will be evaluated in line with UF policies applicable to all students or all researchers. For example, violations of the honor code will be reviewed by the Graduate Studies Committee and may be referred to the Dean of Students Office. Violations of conduct in research will be referred to the Office of Research and evaluated as per the UF procedures for investigating research misconduct. Violations of ethical conduct under the APA Ethical Code of Conduct, 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, has occurred that student will be dropped from the program. Examples of such serious violations are felony convictions or gross, or repeated violations of the APA ethical code or Federal guidelines. The affected student is entitled to file a grievance in accordance with procedures outlined in the GAU Collective Bargaining Agreement.

N. Grievance Procedure.

The Graduate Student Handbook (www.graduateschool.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 the Graduate Student Handbook, and university policies are online at <https://hr.ufl.edu/forms-policies/policies-managers/>. All grievances involving the Psychology Department and its graduate students will be addressed in accordance with these policies.

II. THE 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 for examination. Each student will fit into one of the following categories:

1. Students pursuing a Master's degree with thesis, followed by the doctoral degree
2. Students who do not have a Master's degree, but seek credit for research equivalency from prior experience, thereby opting out of pursuing a Master's degree.
3. Students who have a prior Master's degree with thesis or equivalent, starting directly into doctoral studies.

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 will 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 Director. 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 Area Director must approve these changes. 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 a formal written research proposal to their Supervisory Committee for approval. This proposal should be submitted to the Supervisory Committee before completing 18-27 credits. Every student is expected to meet with their Committee to present and discuss the research proposal with them, in order to maintain good standing.

3. Course Requirements

Students must complete 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 defending or graduating in Fall or Spring, students need to be registered for a minimum of three credits of PSY6971. If defending or graduating in the Summer, a minimum of two credits is required. Note that the requirement is to be registered for 2 or 3 credits (as appropriate) of PSY6971 in both the semester of the oral defense of the thesis and in the semester of graduation as per Graduate School requirements. Ideally the oral defense, submission to and clearance of the thesis document by the Editorial Office of the Graduate School, and graduation would occur in the same semester. The terms of the assistantship (if any) may specify a higher minimum number of hours of enrollment.

4. Master's Thesis

All students must submit a complete written thesis to their supervisory committee, 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 student is expected to conduct the writing and analysis of the thesis. 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.

After the written thesis has been passed as acceptable by the Supervisory Committee the student will defend the thesis in an oral examination. During the semester in which the oral defense occurs, the student is required to meet all deadlines as described in the Graduate School Academic Calendar. This includes the degree application, first submission deadline, final submission deadline, and deadlines for associated forms (e.g. UF Publishing Agreement).

For details, see <https://gradcatalog.ufl.edu/graduate/calendar/>. If any deadline is missed, the student will need to reapply for graduation and meet all the deadlines for a subsequent semester, in accordance with the Graduate School requirements.

5. Oral examination

The oral examination will be conducted by the Supervisory Committee on the complete written 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. 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.

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 in accordance with the Graduate School deadline (see above).

The graduate school has requirements for committee member participation in the oral examination as well as what to do if a committee member is unexpectedly absent. For details, see the Graduate School regulations at <https://gradcatalog.ufl.edu/graduate/regulations/> and <https://grad.ufl.edu/media/gradufl.edu/pdf/phys-pres.pdf>

B. Master's Research Equivalency

Students who enter our graduate program without a Master's degree, and who do not wish to complete a Master's degree in our Department, need to be registered in our Ph.D. program, and not in the Master's degree program. These students 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 reviewed by the Dissertation Advisor and Area Director (see subsection II C below). In the case that the Dissertation Advisor is the Area Director, that Advisor will review the thesis, and will designate another member of the faculty in the student's Graduate Training Area to review the thesis.

2. Course Requirements

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

3. Research Report

Students must submit and orally defend a research report for evaluation by the Dissertation Advisor and Area Director (or designated reviewer). The document may be a published empirical article, or a manuscript submitted for publication. It is expected that in most, if not all cases, the student would be the first author of the research document.

If the Dissertation Advisor and Area Director (or designated reviewer) determine that the research equivalency meets our standards, the Advisor and Area Director will complete and sign the Research Equivalency Approval Form and submit it to the Graduate Coordinator. The record of successful completion will be deposited in the student's departmental file.

If either the Dissertation Advisor or Area Director (or designated reviewer) determine that the research equivalency may not be up to our standards, the student may opt to replace the research report with a Master's thesis project conducted with the Advisor. In this case, the student will follow all requirements outlined for students conducting a Master's thesis in section IIA.

Alternatively, the student may opt to form a dissertation committee, submit the written research report to the committee, and present an oral defense of the research report. If the committee finds that the report meets our standards, the Advisor and Area Director (or designated reviewer) will complete and sign the Research Equivalency Approval Form and submit it to the Graduate Coordinator. The record of successful completion will be deposited in the student's departmental file. If the committee determines that the research report does not meet our standards, the student will be required to replace the research report with a Master's thesis project conducted with the Advisor. In this case, the student will follow all requirements outlined for students conducting a Master's thesis in section IIA.

C. Students Entering with a Completed Master's Degree with Thesis or Equivalent

1. Thesis Approval

Students who completed a Master's degree with thesis (or equivalent) prior to entry into our graduate program, and who do not wish to complete an additional Master's degree in our Department, need to submit their written thesis to their Dissertation Advisor and Area Director, by the end of the first semester of studies in our graduate program. The Dissertation Advisor and Area Director will review the written thesis to verify that it meets our standards for research competence. In the case that the Dissertation Advisor is the Area Director, that Advisor will review the thesis, and will designate another member of the faculty in the student's Graduate Training Area to review the thesis.

If the Advisor and Area Director (or designated reviewer) agree that it meets our standards (see section A, above), they will complete and sign the Thesis Approval Form and submit it to the Graduate Coordinator. The record of successful completion will be deposited in the student's departmental file.

If the prior thesis is in a foreign language, the student will orally present the thesis to the Dissertation Advisor and Area Director (or designated reviewer), who will review the presentation of the thesis to verify that it meets our standards. If the Advisor and Area Director (or designated reviewer) agree that it meets our standards, they will complete and sign the Thesis Approval Form and submit it to the Graduate Coordinator. The record of successful completion will be deposited in the student's departmental file.

If either the Dissertation Advisor or Area Director (or designated reviewer) determine that the thesis may not be up to our standards, the student will be required to form a dissertation committee, submit the written thesis to the committee (or English translation if the thesis is in a foreign language), and present an oral defense of the thesis. If the committee finds that the thesis meets our standards, the Advisor and Area Director (or designated reviewer) will complete and sign the Thesis Approval Form and submit it to the Graduate Coordinator. The record of successful completion will be deposited in the student's departmental file. If the committee determines that the thesis does not meet our standards, the student will complete a thesis or research equivalence in our program.

2. Course Requirements

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

3. Master's Degree Acknowledgement [optional]

Students entering with a prior Master's degree with thesis will submit a Master's Degree Acknowledgement (MDA) Form immediately after the Advisor and Area Director (or committee) approve the thesis. Submittal of the MDA form will trigger acknowledgment of 30 cr hours earned at the prior institution, which will be applied to the 90 cr required for the doctoral degree. If the thesis is in a different specialization than that which the student will follow in doctoral

studies, and additional or remedial coursework is required, the student may petition to transfer a partial block of credit (less than 30 cr hours) rather than submitting the MDA form.

D1. Summary of Requirements for the M.S. Degree (not necessarily in chronological order).

1. Appoint a M.S. Supervisory Committee by the end of the first year.
2. Submit a thesis proposal to the Supervisory Committee for approval.
3. Satisfy all coursework and seminar requirements for the University, Department, and Area.
4. Complete the research requirement and submit a written thesis.
5. File an application to graduate at the beginning of the semester when graduation is expected (<http://www.graduateschool.ufl.edu/academics/graduate-student-forms/>)
6. Register for 6 cr of PSY6971 in the semester of the defense and in the semester of graduation (if different from the semester of the defense).
7. Pass an oral defense of the written thesis.
8. Submit all documents to the graduate school.

D2. Summary of Requirements for Research Equivalency.

1. Submit a research report from prior research to the Advisor and Area Director by the end of the first semester.
2. Follow guidance from the Advisor and Area Director regarding successful equivalency or alternate remediation.
3. Submit a Research Equivalency form to the Graduate Coordinator, signed by the Advisor and Area Director.

D3. Summary of Requirements for prior Master's Thesis and Master's Degree Acknowledgement (MDA).

1. Submit the Master's thesis from the prior institution to the Advisor and Area Director by the end of the first semester.
2. Follow guidance from the Advisor and Area Director regarding acknowledgement of the thesis, or alternate remediation.
3. Submit a Master's Degree Acknowledgement form to the Graduate Coordinator, signed by the Advisor and Area Director, or submit a petition to transfer a partial block of credit to the Graduate Coordinator (note: MDA and block credit transfer are optional).

III. THE DOCTORAL DEGREE

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.

A. Coursework and Teaching.

1. Teaching:

Every student will teach at least one undergraduate course in Psychology as the primary instructor. The course can be either General Psychology (PSY2012) or an undergraduate course in their area of specialization. Students may select which course they prefer to teach, in consultation with their advisor. However, the course assignment may also be determined by Departmental teaching needs (Chair's discretion).

Before instructing a class for the first time, all Graduate Instructors (GIs) must participate in a seminar on the teaching of Psychology.

a) GIs who plan to teach PSY2012 should serve as TA for the course at least once prior to teaching it. All these GIs meet with the PSY2012 Coordinator for two hours per week during the semester in which they instruct that class. These GIs may choose to receive course credit for those hours by enrolling in PSY6940.

b) GIs who elect to teach any other course for their first course, must first serve as TA for that course, and must be supervised for their first semester of teaching the new course. The supervisor is usually the GI's mentor. However, a member of the faculty who has previously taught the course may be substituted, if the mentor and teaching faculty member agree.

Supervision will include (at a minimum) the following elements:

- The supervisor will review and give feedback on the syllabus and website prior to the beginning of the course.
- The supervisor will attend at least one lecture, in the first few weeks of the semester, and will provide feedback to the GI. Furthermore, the supervisor will continue to attend classes intermittently and provide additional feedback until lectures reach a satisfactory level.
- The supervisor will review the first quiz/test, and provide feedback to the GI, prior to implementation of the quiz/test. Furthermore, the supervisor will check the grading of the first quiz/test, and will continue to monitor quizzes/tests, and provide additional feedback until quizzes/tests are satisfactory.
- The supervisor will meet with the GI at least monthly to review any questions and monitor the ongoing course.

No student will be given responsibility as a GI until they have completed the Master's Degree or its equivalent.

2. Breadth of Training in Psychology

All students must demonstrate breadth of training in Psychology coursework. If a student has an undergraduate degree in Psychology from an accredited university, they have met the coursework requirement. Note that this does not include the seminar participation requirement (see below). If a student does not have an undergraduate degree in Psychology, they can fulfill the breadth of coursework requirement by either:

- a) documenting that they have completed 9 credit hours of Psychology courses outside of the graduate specialization at their prior institution (undergraduate or graduate) - or
- b) successfully completing 9 credit hours of Psychology courses outside of the graduate specialization during their training in our Graduate program - or
- c) teaching PSY2012.

Alternatively, if a student does not have an undergraduate degree in Psychology from an accredited university, they can request an exemption from the breadth of training coursework requirement. The application form for documenting equivalent courses, or for exemption is available at <https://psych.ufl.edu/graduate/current-grads/forms/>. The form must be completed with consultation from the student's primary advisor, and submitted to the Area Director for adjudication during the first year of graduate study. The Area Director will approve or decline the request and deposit the decision in the student's Departmental file.

3. Statistics:

All students must complete 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 I K 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 in a single semester would require the student to attend the Seminar again for the missed 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.

The Doctoral Supervisory Committee consists of at least four members, the Committee 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; and a fourth member who serves as the external member. As per Graduate School regulations, "this person must be from a different educational discipline, with no ties to the home academic unit." In order to maintain good standing in the Graduate School, this committee must be appointed in the spring or fall 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 Director 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 Area Director.

The Department requires students to submit a formal written research proposal to their Doctoral Supervisory Committee for approval. This proposal should be submitted to the Supervisory Committee before the end of the first year after completing the Master's degree (or equivalent for students who enter with a Master's degree). Every student is expected to meet with their Committee to present and discuss the research proposal with them, in order to maintain good standing.

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. Supervisory 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. The Graduate School requires that students be registered for a minimum number of credits of PSY7979 (i.e. 3 credits in Fall or Spring, or 2 credits in Summer) at the time the oral examination is conducted. Students must schedule the examination before accumulating 80 graduate credit hours per Department requirements and at least two semesters prior to the date of graduation per Graduate School requirements. 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.

Students need to be registered for a minimum of three credits of PSY7980 in the semester of the oral defense of the dissertation and the semester of graduation as per Graduate School requirements; ideally the oral defense, submission to and clearance of the dissertation document by the Editorial Office of the Graduate School, and graduation would occur in the same semester. If completing in the Summer, a minimum registration for two credits is required. 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. Summary of Requirements for the Ph.D. Degree (not necessarily in chronological order).

1. Appoint a Ph.D. Supervisory Committee.
2. Submit a dissertation proposal to Supervisory Committee for approval.

3. Submit the program of study including course work and/or qualifying examination plan to the Ph.D. Committee for approval.
4. Write and pass the written portion of the qualifying examination.
5. Pass the oral qualifying examination and submit formal paperwork for admission to candidacy (<http://www.graduateschool.ufl.edu/academics/graduate-student-forms/>).
6. Satisfy all coursework and seminar requirements for the University, Department, and Area.
7. Complete the teaching requirement.
8. Complete the research requirement and submit a written dissertation.
9. Pass an oral defense of the written dissertation.
10. Complete an internship, if applicable.

IV. AREA REQUIREMENTS

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