

GRADUATE STUDENT HANDBOOK

DEPARTMENT OF PSYCHOLOGY

2010-2011



UNIVERSITY OF CALIFORNIA, BERKELEY

FOREWORD

The *Graduate Student Handbook* has been produced to acquaint students with the Psychology Department's graduate program, student organizations and resources, and with Graduate Division's rules and regulations. This handbook is best used in conjunction with the Psychology Department's student FAQ, found at http://psychology.berkeley.edu/graduate/faq_grads.html, the University's *General Catalog*, found at <http://catalog.berkeley.edu/>, and the *Guide to Graduate Policy*, found at <http://www.grad.berkeley.edu/policies/guide.shtml>, as well as other Graduate Division publications. It is recommended that you keep the handbook in an accessible place for easy reference.

If questions arise, please contact the Graduate Student Services Advisor (psychgradinfo@berkeley.edu or 510-642-1382), in the Graduate Student Services Office (3318 Tolman Hall).

For more information and reference tools, visit the Psychology Department's home page: <http://psychology.berkeley.edu> and Psychology Department's Resources and Forms pages: <http://psychology.berkeley.edu/resources/resdir.html> as well as Graduate Division's home page: <http://www.grad.berkeley.edu/>.

DEGREE REQUIREMENTS

Each student is required to complete a combination of University, Department, and Area requirements. These include the following:

Core Courses. Core courses include: 1) Psychology 292, *Introduction to the Profession of Psychology*, (fall semester, first year)—which gives an overview of ethical issues and a series of faculty speakers, introducing students to faculty research programs and the history of the field; 2) Psychology 293, *Second-Year Seminar on Professional Development*, (spring semester, second year)—a seminar on various issues in professional development; 3) Psychology 300, *Teaching Psychology*, —which is required prior to or concurrent with the first semester of teaching as a Graduate Student Instructor (GSI); Psych 300 is only offered in the fall semester and is usually taken by students in their first year.

Statistics and Methodology. Each area requires a sequence of courses on methodology, statistics, and experimental design. Most students complete the Psychology 205A-B course sequence to satisfy this requirement. Some students opt to take statistics courses in other departments on campus. Each student opting to take statistics courses in another department is advised to consult with the student's mentor and to provide written approval from the mentor to the Graduate Student Services Advisor prior to enrollment.

Research and Directed Study. Each area requires continuous involvement in research through the time in residence. Formal credit is obtained through enrollment in Psychology 299, *Research*. Also available is Psychology 298, *Directed Study*. These courses are taken normally as Satisfactory/Unsatisfactory (S/U), but may be taken for letter grades when there is mutual consent between the student and mentor. The number of units will vary from semester to semester, but when combined with the units from other courses, a full course load should total 12 or more units per semester.

Colloquia. Each area has a colloquium series in which prominent researchers lead discussions on selected topics in the area of specialization. Each student is required to register for and attend the colloquia in the student's area each semester in residence. The colloquia course numbers are as follows: Behavioral Neuroscience (BN)/Cognition, Brain and Behavior (CBB): Psychology 229; Clinical Science (CS): Psychology 239; Change, Plasticity and Development (CPD): Psychology 249; Social/Personality (S/P): Psychology 259 and 269.

Proseminar Courses. Proseminar courses are offered either yearly or every other year. They provide the core content necessary for a student to become an effective scholar and researcher in the area of specialization. Each area has different requirements for the number of proseminars that students are expected to complete; see *Summary of Area Requirements* below. The proseminar course numbers are as follows: BN/CBB: Psychology 210A-E; CS: Psychology 230A-B; CPD: Psychology 240A-B; S/P: Psychology 250A, 250C and 260B.

Advanced Courses and Seminars. Each student with appropriate training is expected to enroll in relevant advanced courses and seminars (e.g., 290B, 290H, 290I, 290J) in the area of specialization.

Proseminar courses, statistics and methodology courses, advanced courses, and seminars are to be taken for a letter grade. Courses numbered 299, as well as courses in the 300, 400, or 600 series if taken for S/U, plus courses in which S/U is the only grading option, are all excluded from S/U unit limit and grade point average calculations (for more information, see p. 16 of this Handbook). The complete list of excluded courses is available in the *Satisfactory/Unsatisfactory Grades (S/U)* section below.

Although each area program is designed to train students in a particular area of specialization, it is expected that students will also become familiar with work in other areas of psychology (as well as areas outside of psychology, as needed). Each student is encouraged to enroll in proseminars, courses, and seminars offered by other area programs and by other departments. This exposure not only broadens a student's scope of training but also assists the student in selecting outside faculty members for the Qualifying Examination and dissertation committees. Moreover, the acquisition of additional secondary research emphases greatly increases the student's chances of finding a rewarding and challenging position at the end of the graduate training.

Second-Year Research Project. Each second-year student is expected to present a Second-Year Research Project at a special Department-wide poster session organized in mid-May of Year 2 of their program. Because even the simplest study can take a year or more to execute (including human subjects approval, if needed; setting up and piloting the experiment; and collecting and analyzing data), it is advisable that students begin to work on their second-year projects no later than the Fall Semester of their second year. Most Areas also require a major research or theoretical paper by the end of the second year or by the Fall of the third year; however, the due date and format varies depending on the Area. Students should consult with their mentor and/or Area Head for specific information. Areas may have other requirements such as an extensive research review during the first year or an oral presentation at a department or inter-campus event (e.g., Berkeley-Stanford talks) during the first two years. Note the Second-Year Research Project is required to be completed before the student may take the Qualifying Examination.

Training as a Graduate Student Instructor. Each student is required to be a Graduate Student Instructor (GSI) for two semesters. Some will serve as a GSI for additional semesters, depending on financial support. Appointments less than 50%-time do not automatically count toward the two-semester requirement; students should make an appeal to the Graduate Student Services Advisor when seeking to include a less-than-50%-time appointment to the two-semester requirement. Similarly, the department policy is that, during a student's career at Berkeley, no more than one GSI appointment for a Summer Session may count toward the two-semester requirement.

Students should attend to notices sent periodically via email by the Graduate Student Services Office regarding GSI application procedures. Students who are seeking GSI appointments in excess of the two required courses must include Psychology 1 and/or Psychology 101 in their list of preferences. It is each student's responsibility to submit timely applications and to meet the GSI requirement. Funding guarantees are based on receipt of timely GSI applications; late applications are not guaranteed priority placement even if funding is needed. However, the department tries to offer appointments to all students as needed in their first five years of the program. If a GSI application is submitted but alternative funding is then secured (e.g., a

fellowship is awarded; a faculty mentor secures a grant offering a Grad Student Researcher position), please notify the Graduate Student Services Office immediately so the application can be withdrawn from consideration.

Master of Arts Degree (optional). There is not a terminal master's degree program in the Psychology Department. However, doctoral students may opt to pursue a Master of Arts degree en route to the doctoral degree. The Psychology Department is under Plan I for the Master of Arts degree. This plan requires at least 20 semester units of upper division and graduate courses, and completion of a thesis. At least 8 of the required units must be from Psychology courses in the 200 series. Courses in the 300, 400, or 600 series do not count toward the unit requirements for Plan I. A maximum of 6 units of 299 course work may be used toward the degree.

A minimum of two semesters of academic residence is required for the M.A. degree. One semester of academic residence is defined as a semester in which registration fees and, if applicable, nonresident tuition have been paid in full and the student has enrolled in at least 4 units in 100 or 200 series courses. One Summer Session may count toward academic residence if the student was registered in the preceding or following regular term. Degrees are not awarded for coursework completed during Summer Session only.

The Psychology Department requires completion of Psychology 292, Psychology 293, Psychology 300, and the statistics and methodology course sequence for the M.A. degree. Additional requirements for each area are below. The overall grade point average must be at least 3.0, computed on the basis of all upper division and graduate courses undertaken up to the time of the awarding of the degree. Two-thirds of all course work must be letter-graded.

A student may be eligible for the M.A. degree upon completion of the department and area requirements and the minimum units required. The application for advancement to candidacy for the M.A. degree is available on the Psychology Graduate Students bSpace site and from Graduate Division's Web site. The candidacy application deadline is the fifth week of instruction. The student is required to complete a significant research project and write a thesis for the project. A thesis committee of a minimum of three members is required to review the thesis (there is not a requirement here for an "outside member"—i.e., a member from another department is not needed for the M.A. thesis committee). Each member of the committee must approve the thesis before the student may submit the thesis to Graduate Division

Graduate Division provides detailed information on writing and submitting the thesis in its *Instructions for Formatting & Filing Your Thesis*. The *Instructions* are available at http://www.grad.berkeley.edu/policies/pdf/thesis_guide.pdf. The filing deadline for each semester is the last business day of that semester. The specific deadline date for each semester is available in the Student Calendar (<http://registrar.berkeley.edu/GeneralInfo/stucal.html>).

A student who already has a master's degree (or equivalent degree) in psychology may not apply for an M.A. degree in psychology at UC Berkeley.

Qualifying Examination. The purpose of the Qualifying Examination (QE) is to ascertain the breadth of the student's comprehension of fundamental facts and principles that apply in the

major field of study and to determine whether the student has the ability to think incisively and critically about the theoretical and the practical aspects of the field of study. The examiners decide, by unanimous vote, whether the student has demonstrated sufficient command of the content and the ability to design and produce an acceptable dissertation.

A student consults with his or her mentor regarding the following: 1) the constitution of the QE committee, including the Committee Chair (who cannot be the student's dissertation chair' see below); 2) when to complete the examination; and 3) how to prepare for it. Each student must set a date for the examination and propose a committee no later than the first day of classes in the Spring Semester of the third year (Fall Semester of the fourth year for Clinical Science students), and the examination must be completed no later than the last day of classes that same semester. Students are discouraged from scheduling qualifying examination and dissertation committee meetings during the summer (June-August), because faculty members are under no obligation to attend summer meetings. **Note:** The student *must be registered* during the semester of the QE.

The QE committee normally consists of four (4) faculty members, including at least one member from outside the Department. The criteria for selecting members are as follows:

- A minimum of four members is required for the QE committee. At least half of the committee must consist of faculty from the Department of Psychology and must be members of the Academic Senate. (All non-senate faculty members require an exception from Graduate Division.)
- The chair of the QE committee may *not* be the chair of the student's dissertation committee. **There are no exceptions to this rule.**
- An outside member – a faculty member from another UC Berkeley department or school who is a member of the Academic Senate – is required to be part of the committee. By Department policy, this person may *not* serve as chair of the student's dissertation committee.

Three to four months prior to the proposed oral QE date, the student must form a committee meeting the above criteria. At least six weeks prior to the oral QE date, the student must complete the Department's *Qualifying Examination Application Worksheet* (including the mutually acceptable date, time, and location of the QE and submit it to the Graduate Student Services Advisor This form is available on the forms page of the department's website (<http://psychology.berkeley.edu/resources/resdirforms.html#students>). The Graduate Student Services Advisor then requests approval of the committee from Graduate Division.

The QE consists of a written section and an oral section. The written section is required by departmental policy, whereas Graduate Division requires the oral section. The written section is usually completed seven days prior to the oral section.

The written section of the QE may take one of several different forms. The default option is for the student to be examined on three discrete topics of her or his own choosing, in which case the student prepares a reading list for each topic, in consultation with the committee members. The student then completes a written examination consisting of questions on each of the topics. The

written examination may also consist of a combination of papers and questions. Different areas permit different combinations of papers and questions, so the student should consult with the area graduate advisor. The oral section of the QE is usually held seven days after completion of the written examination (10 days if the examination includes one or more papers in lieu of questions). Here is a suggested timeline for the QE, under the default option:

- **QE Committee Formation & Exam Date:** No later than the first day of classes of the Spring Semester of the third year (Fall Semester of the fourth year for Clinical Science students), the student firms up the composition of the QE committee and sets a date and time for the oral examination.
- **Reading List Development:** At least *twelve weeks before* the scheduled date of the written examination, the student consults with each QE committee member to get feedback on his or her draft reading lists.
- **QE Room Reservation:** At least *six weeks before* the scheduled date of the oral examination, the student works with the Scheduling Coordinator to reserve the Krech Room, 4207 Tolman Hall, or another appropriate room. The URL for the Krech Room calendar may be found on the Department's Resources web page: <http://psychology.berkeley.edu/resources/resdir.html>.
- **QE Application Worksheet:** At least *six weeks before* the scheduled date of the oral examination, the student completes the *QE Application Worksheet* (inclusive of day, time, and location of the oral exam) gets faculty signatures, and submits the worksheet to the Graduate Student Services Advisor. If an exception is being sought to include a non-senate faculty member on the committee, additional time should be allotted to ensure Graduate Division approval of the Committee is given before preparation begins for the written examination.
- **Written Section Preparation:** At least *four weeks prior* to the written examination, the student forwards the following items to the QE committee chair: 1) an electronic copy of each final reading list; 2) one or two paragraphs delineating each of the topics to be covered in the examination; and 3) one or two specimen questions on each topic, indicating the scope (breadth and depth) of material that the student is prepared to address.

The QE committee chair then distributes these to the rest of the QE committee, soliciting questions from each member for inclusion on the examination. The QE committee chair is responsible for preparing the examination, and for distributing it to the rest of the QE committee for editing, ensuring that the student has some degree of choice of questions within each topic.

- **Committee Approval by Graduate Division:** *Three weeks before* the oral section of the QE, the student should confirm with the Graduate Student Services Advisor that his/her committee has been approved by Graduate Division.

- **Oral Exam Preparation:** *Two weeks before* the oral section of the QE, the Graduate Student Services Advisor will send a reminder to the QE committee chair to request questions from the QE committee.
- **Written Exam:** The written examination should be completed in one calendar day – either on-site in Tolman Hall or in another location, by consent of the QE committee chair. In any event, the exam is usually a closed-book, closed-note exam, although the student may have access to his or her reading lists. With two hours per topic, with one-hour breaks between topics, and a final hour for editing, an examination begins at 8:00 a.m. and is completed by 5:00 p.m. that same day. The answers should be organized and responsive to the questions chosen. A typical answer is 4-7 double-spaced pages, in a 12-point font.

Either the Graduate Student Services Advisor or the QE Committee Chair will send the student the QE questions via email at the designated start-time. At the conclusion of the examination, the student forwards an electronic copy of the answers to each QE committee member and to the Graduate Student Services Advisor for the student's file. S/he should also retain a personal copy.

- **Oral Exam:** The oral examination should be completed *one week after* the written examination, typically in the Krech Room, 4207 Tolman Hall. The oral examination usually lasts two to three hours, including breaks as necessary. All committee members must be present for the entirety of the oral examination.

At the beginning of the oral examination, the committee will excuse the student and meet privately to discuss the written portion of the exam and organize the oral examination. When the student returns to the room, the QE committee chair will summarize the committee's evaluation of the written portion and review the plan for the oral examination. At the conclusion of the oral examination, the committee will again meet privately to evaluate the student's performance. When the student returns to the room, the QE committee chair will summarize the decision of the committee, collect the signatures of the committee members on the *Report on the Qualifying Examination* form, and return the signed form to the Graduate Student Services Advisor for processing.

As noted above, some (but not all) areas permit students to substitute a submitted research article, an unpublished paper, or some other kind of "professional product" (e.g., grant application) for one or more of the three questions specified in the default option above for the written examination. Details vary from area to area within the Department, so the student and the QE committee chair should consult with the appropriate area head and area graduate advisor. In the event of a substitution, the substitute work should be presented to the QE committee no later than *ten* days before the oral examination, in order to give committee members ample time to review the work. In any event, the oral examination should proceed as described above.

If a student initially chooses to substitute one or more papers for examination questions, and then decides to revert to the default option, the timeline suggested above should be followed, in order to give the student time to consult with the QE committee and prepare the reading list(s). This will probably require rescheduling the written and oral portions of the QE.

Evaluation of the Qualifying Examination. A unanimous vote of the QE committee is required for the student to pass the Qualifying Examination. The voting procedure is as follows:

Each committee member's vote should reflect his or her opinion about the overall performance of the candidate, including the student's responses to questions asked by the other committee members. If the examination results in a failure or a **split vote** (see definitions below), the chair must obtain the approval of Graduate Division *before* making arrangements with the student and other committee members for a reexamination or for the substitution or addition of requirements (Graduate Degrees Office, 642-7330). The procedure for an examination resulting in a partial failure is different, as described below.

- **A total failure:** The examination is a total failure if the Qualifying Examination Committee votes unanimously that the student failed the entire examination. The student may take a second, and final, examination on all examination topics recommended by the committee. The committee must submit its Report on the Qualifying Examination and its recommendation for re-examination to Graduate Division. The committee for a student's re-examination following the first examination's total failure must be the same committee as at the first examination. Usually, the student must wait three months before taking the second examination. *A third examination is not permitted.* If the committee does not recommend a re-examination, a written explanation from the QE committee chair must be sent to Graduate Degrees with the *Report on the Qualifying Examination*.
- **A partial failure:** The examination is a partial failure if the Qualifying Examination Committee votes unanimously that the student passed some topics but failed others. In such cases, the chair of the committee must write a letter to the student with information about his or her performance (pass or fail) on each of the three topics covered during the examination. A copy of that letter must be sent to Graduate Division. If recommended by the committee, the student may take a second, and final, examination only on those topics he or she failed during the first examination.
- **A split vote:** The jurisdiction for ruling on split votes rests with the Administrative Committee of the Graduate Council. Before submitting the results of the Qualifying Examination that resulted in a split vote, however, the QE committee chair should make every effort to bring the committee to a unanimous vote. This may involve extensive discussion among the committee members. If, after adequate discussion, the Qualifying Examination Committee still cannot reach a unanimous decision concerning a pass, total failure, or partial failure, the chair should determine the specific areas of disagreement, and each committee member must write a detailed assessment of the student's performance for submission to the Administrative Committee of the Graduate Council.

These assessments are sent to the Administrative Committee in care of the Associate Dean of Graduate Division. The chair's letter should outline the progress of the examination itself, the efforts made by the committee to reach a unanimous agreement, the remaining areas of disagreement, and the chair's own assessment of the student's performance. Faculty are reminded that such letters could eventually be released to the

student under provisions of the 1972 Federal Family Educational Rights and Privacy Act (FERPA), current Department of Health and Human Services regulations, and California public records legislation. If the examination results in a split vote, the committee should inform the student that the matter was sent to the Administrative Committee for a final decision. The student has neither passed nor failed the examination until the Administrative Committee decides the results.

For additional information visit: http://www.grad.berkeley.edu/policies/pdf/qe_report_vote.pdf and <http://www.grad.berkeley.edu/policies/ggp/ggp.pdf> (Chapter F).

Advancement to Candidacy. University guidelines specify that students advance to candidacy in the first semester after passing their qualifying examination. Advancement to candidacy involves forming a dissertation committee and filing paperwork. Students must advance to candidacy no later than the last day of the Fall Semester of their 4th year.

After successful completion of the Qualifying Examination, the Graduate Student Services Advisor will email a QE Completion Memo and the URL for the *Application for Candidacy for the Doctoral Degree* (<http://www.grad.berkeley.edu/policies/pdf/PlanB.pdf>) to the student. The application requires the names of the proposed dissertation committee members. **Remember, the chair of the dissertation committee may *not* be the same person who was the chair of the QE committee.** One member of the dissertation committee must be an Academic Senate member from a UC Berkeley department or school other than the Psychology Department (i.e., the outside member).

To be advanced to candidacy, the student must do the following: 1) pass the qualifying examination; 2) have no more than two courses graded Incomplete; and 3) have a minimum 3.0 grade point average in all upper division and graduate work taken in graduate standing. The application for candidacy must be filed with Graduate Division no later than the semester following successful completion of the Qualifying Examination. Students are advised to file for candidacy on time.

Normative Time. Normative Time is the elapsed time (calculated to the nearest semester) that a student normally needs to complete all requirements for the doctorate, assuming that the student is engaged in full-time study and is making satisfactory progress toward the degree. Normative Time has two components: 1) time from the beginning of the student's graduate work to advancement to doctoral candidacy; and 2) time in candidacy until the dissertation is filed. For the Psychology Department the normative time for doctoral degree completion is ten semesters, and time in candidacy is two semesters.

Calculation of Time in Candidacy. Graduate Division computes a student's time in candidacy from the semester immediately following the semester in which the student has officially been advanced to candidacy, not simply the semester following the QE.

Lapsing of Candidacy. Candidacy for the doctorate is not a status of indefinite duration. Time in candidacy begins in the semester immediately following the semester in which the student officially was advanced to candidacy. Even though the time-in-candidacy for Psychology students

is two semesters, candidacy for the doctoral degree will continue for a two-year (four-semester) grace period beyond this time-in-candidacy. All doctoral candidates must register continuously or formally withdraw from the University until filing their dissertation with Graduate Division. A student who has exceeded the time in candidacy and grace period will have his or her candidacy lapsed. A student with lapsed candidacy is considered on probation and may not hold any academic appointment (e.g., GSI, GSR, reader).

Extension of Candidacy. Each semester the Graduate Student Services Advisor will inform each student whose candidacy will end that semester that her/his candidacy will end that semester. It is the responsibility of each student to consult with her/his dissertation chair or co-chairs and determine if a request for an extension will be supported. If an extension request is warranted, the student will work with the Graduate Student Services Advisor to develop and submit a letter requesting an extension of candidacy from the Graduate Division.

Termination of Candidacy. After two years of lapsed candidacy and no dissertation in sight, candidacy will be terminated. Once terminated, candidacy may be reinstated only through completion of another Qualifying Examination.

Annual Review of Doctoral Candidates. Each student who has advanced to doctoral candidacy must meet annually with at least two members of the dissertation committee. This annual review is intended to enhance the overall doctoral completion rate and to shorten the time it takes to obtain a doctorate. The Graduate Student Services Advisor will forward a progress report to the student during the first week of the Fall semester and will request that it be completed by the student and dissertation committee chair and returned to the Graduate Student Services Advisor no later than the last business day of September.

Dissertation Advisory Committee for Research. The Department requires approval of the dissertation research proposal by a dissertation advisory committee. This advisory committee consists of the three members of the dissertation committee approved by Graduate Division. For the Social/Personality program, one or two additional professors are chosen by the student and dissertation advisory committee chair to participate on the committee. The chair of the dissertation advisory committee is the same as the chair of the dissertation committee.

When the student and the chair of the dissertation advisory committee agree the student is ready to propose the dissertation, a committee will be selected and the student will contact each member to determine a mutually acceptable date and time for the dissertation proposal meeting. Please note that if any member of the dissertation committee, as indicated on the *Certificate of Candidacy* for the Ph.D. or subsequently approved by the Graduate Division, has changed, then the student will need submit the *Request for Change of Higher Degree Committee* form. After the committee has been selected and the date and time determined for the meeting, the student will complete the *Approval of Advisory Committee for Dissertation Research* form and submit it to the Graduate Student Services Advisor. The student and committee meet and discuss the proposal at the agreed date and time.

At the end of the proposal meeting, the student is notified of approval or of sections of the proposal that need revision. The student and committee formally agree what steps are to be taken

and set a schedule for the revisions to be completed. Upon completion of the revisions, the student and dissertation committee are gathered by the dissertation committee chair to further discuss the dissertation plan and are gathered as often thereafter as the committee wishes. The *Approval of Advisory Committee Form* for scheduling the dissertation proposal meeting is available on the Psychology Graduate Students bSpace site and on the Psychology Department's Resources webpage: <http://psychology.berkeley.edu/resources/resdirforms.html#students>.

Dissertation. When the dissertation is ready for word processing, the student refers to the *Instructions for Formatting & Filing Your Dissertation* for the correct format and procedures. The *Instructions* are available at http://www.grad.berkeley.edu/policies/pdf/dissertation_guide.pdf.

Doctoral degrees are conferred twice a year, in December and May. (Please note that the annual commencement ceremony for the Department is in May). The filing deadline for each semester is the last business day of that semester. Specific deadline dates for each semester are available in the Student Calendar (<http://registrar.berkeley.edu/GeneralInfo/stucal.html>) and the Academic Calendar (<http://opa.berkeley.edu/AcademicCalendar/calendar.aspx>).

The Department requires two digital copies of the dissertation in Portable Document Format (PDF): one copy to the dissertation committee chair and one copy to the Graduate Student Services Advisor. The *Final Report* will not be forwarded to the Graduate Division until the dissertation has been filed and the Department has received the two digital copies of the dissertation in PDF. A separate copy of the dissertation abstract is also required. It is to be submitted to the Graduate Student Services Advisor for inclusion in a compendium of dissertation abstracts. This compendium is available for faculty and interested graduate students to read. It is also preferred that each student provide a hard-back bound copy of the dissertation for the department's collection, but this is no longer required.

Reconstitution of Committee. Occasionally it is necessary to change the members of a master's thesis committee, a QE committee, or a doctoral dissertation committee. In such instances, the student is to complete the *Request for Change in a Higher Degree Committee* form. This form is available at <http://www.grad.berkeley.edu/policies/pdf/Recon.pdf> and on the bSpace site. Upon completion, the form is submitted to the Graduate Student Services Advisor for forwarding to Graduate Division.

Summary of Department and Area Requirements. Below are the department requirements followed by each area's additional requirements for its program. The shaded area contains the requirements for the optional M.A. degree.

<i>Departmental Requirements</i>	<i>Expected Completion</i>
• Research	Each semester in residence
• Weekly Colloquia	Each semester in residence
• Psych 292 (<i>Intro to the Profession of Psychology</i>)	Fall, Year 1
• Psych 300 (<i>Teaching Psychology</i>)	Fall, Year 1 or 2
• Psych 205A-B (<i>Data Analysis</i>) or approved equivalent	Fall and Spring, Year 1 or 2
• Psych 293 (<i>Professional Development Seminar</i>)	Spring, Year 2

• Animal Training ¹	Fall, Year 1
• Second-Year Research Poster	Spring, Year 2
• Second-Year Research Paper	Area Dependent
• Psych 214 (<i>fMRI Methods</i>) ²	Student's Choice
• Qualifying Examination	End of Year 3 ³
• Advance to Doctoral Candidacy	Fall, Year 4 ³
• Dissertation Proposal	Spring, Year 4 ³
• Dissertation Filing	Spring, Year 5 ³

1. Required for each student who will use animals in research.

2. Required for each student who will use functional MRI.

3. Please note the following exceptions to the departmental requirements for Clinical Science students:

- Reflecting the time involved in obtaining additional applied clinical training in the 2nd and 3rd years, an additional semester is allotted to complete the QE (Fall, Year 4) and to advance to candidacy (Spring, Year 4).
- The dissertation proposal is to be completed before the internship, and the dissertation is to be filed by Spring, Year 6.

Behavioral Neuroscience

Expected Completion

• Psych 210B (<i>Behavioral Neuroscience Proseminar</i>)	Student's Choice
• Psych 210A-E (<i>Proseminars</i>) – 2 semesters	Student's Choice
• Topical Seminars – 4 semesters	Student's Choice

Change, Plasticity, and Development

Expected Completion

• Psych 240A-B (<i>Proseminars</i>)	Student's Choice
• Topical Seminars – 3 semesters	Student's Choice
• Third-year Oral Presentation	Fall, Year 3
• Exit Talk	End of Year 5

Clinical Science

Expected Completion

• Psych 230 (CS Proseminar)	Fall or Spring, Year 1
• Psych 233A & B	Spring, Year 1 and Year 2
• Psych 237H	Spring, Year 1
• OMNI Conference	Fall and Spring, Year 1
• First-Year Research Proposal	End of Fall, Year 1
• Psych 237E	Fall and Spring, Year 2
• Psych 236 (<i>Specialty Clinic</i>)	Fall and Spring, Year 2
• Psych 237G (<i>Supervision</i>)	Fall and Spring, Year 2
• Master's-level Research Presentation	Fall, Year 3
• Psych 237E	Fall and Spring, Year 3
• Psych 236 (<i>Specialty Clinic</i>)	Fall and Spring, Year 3
• Psych 237G (<i>Supervision</i>)	Fall and Spring, Year 3
• Breadth Courses	Student's Choice (consult mentor)

- Apply for Internship Fall, Year 4 or 5
- Internship Fall and Spring, Year 5 or 6

Cognition, Brain, and Behavior

Expected Completion

- Psych 210A-E (*Proseminars*) - 3 semesters Student's Choice
- Topical Seminars - 4 semesters Student's Choice
- Exit Talk Spring, Year 5

Social/Personality

Expected Completion

- Psych 250A and 260B (*Proseminars*) Fall and Spring, Year 1 or 2
- Topical Seminars – 3 semesters Student's Choice
- Psych 250D (*Methods of Personality Measurement*) Year 1 or 2 (or when offered)

Exceptions to Department and Area Requirements. On occasion exceptions are made to the above course or project requirements. In consultation with the faculty mentor, a student can make requests for exceptions to department requirements to the Head Graduate Advisor, and requests for exceptions to the area-specific requirements to the Area Head and Head Graduate Advisor. To request an exception to a department or area requirement, please complete the [Department and Area Exception Request Form](#) and submit it to the Graduate Student Services Advisor.

REGISTRATION AND GRADING

Registration. Registration consists of three elements: 1) enrollment in at least one course; 2) payment of at least 20% of registration fees; and 3) no blocks on account.

Enrollment. Graduate students enroll in courses each semester through Tele-BEARS (<https://telebears.berkeley.edu/telebears/home>). The enrollment period is divided into three phases: Phase I, Phase II, and the Adjustment Period. Enrollment for the Fall semester begins in April and ends in September (except for new students who may start enrolling in early August). Enrollment for the Spring semester begins in October and ends in February. Course schedules may be adjusted after the enrollment period.

To petition for a schedule change, a graduate student is required to complete the *Petition to Change Class Schedule* and submit the petition to the Graduate Student Services Advisor. The petition is available at <http://registrar.berkeley.edu/GeneralInfo/elecforms.html> and on the Psychology Graduate Students bSpace site. Petitions are processed by the Graduate Student Services Advisor through the last day of instruction. After instruction has ended, each petition requires a letter of explanation, endorsement of the Head Graduate Adviser and approval of Graduate Division.

Each student who has not advanced to doctoral candidacy is required to enroll in a minimum of 12 units. Although students who have advanced to doctoral candidacy are not required to enroll in 12 units, it is recommended the student enroll in 12 or more units. Additional Psychology 298 or 299 units may help to fill in the required number of units.

Continuing students may enroll for Summer Sessions through Tele-BEARS. Returning students will need to complete a paper registration application. Please contact the Summer Sessions Office via email (summer@berkeley.edu) to request the application.

Fees. The 2010-2011 registration fees are listed below.

	<u>Residents</u>		<u>Nonresidents</u>	
	Fall 2010	Spring 2011	Fall 2010	Spring 2011
University Registration Fee	\$450.00	\$450.00	\$450.00	\$450.00
Educational Fee	\$4,701.00	\$4,701.00	\$4,905.00	\$4,905.00
Berkeley Campus Fee	\$250.75	\$250.75	\$250.75	\$250.75
Class Pass Fee – Transit	\$68.00	\$68.00	\$68.00	\$68.00
Health Insurance Fee	\$1,005.00	\$1,005.00	\$1,005.00	\$1,005.00
Nonresident Tuition Fee	N/A	N/A	\$7,347.00	\$7,347.00
	\$6,474.75	\$6,474.75	\$14,025.75	\$14,025.75

Note: The most up-to-date fees are listed at: <http://registrar.berkeley.edu/Registration/feesched.html>.

Account Blocks. If registration or other fees have not been paid for a previous semester or summer session, the University may place a block on the student’s account. A block results in the revocation of the student’s privileges (including the privilege to register). The privileges may be reinstated after the fees have been paid and the block is cleared.

Withdrawal. A student who chooses not to register must formally withdraw to remain in good standing. Withdrawal requires approval of the student’s faculty mentor and the Head Graduate Adviser. An international student must also obtain approval from the Berkeley International Office; not consulting with the Berkeley International Office may affect the student’s visa and may result in deportation and denial of reentry to the United States. Note: Withdrawal status does not permit the student to use any University facilities except those available to the general public, and the student may not use faculty time.

Readmission. A student who has withdrawn from the University or has been on filing fee status and wants to register for a subsequent semester must apply for readmission. If the withdrawal is for one semester or two, for good reason, and the student is in good standing, the readmission application may be handled by the area and the Chair informally. However, a student applying for readmission who has been on withdrawal status for an extended period of time (typically more than one year) may be in competition with new applicants for admission. Before applying for readmission, consult with the Graduate Student Services Advisor for the current policy and readmission procedure.

Grading. Only courses graded A, B, C (with or without plus or minus signs) or S (Satisfactory) are accepted in satisfaction of degree requirements. Courses below C- do not yield unit credit toward a higher degree, irrespective of the student’s overall grade point average. Each graduate student must maintain an overall grade point average of at least 3.0 in all upper division (100-level) and graduate courses (200-level) taken in graduate standing.

Incomplete Grades. An Incomplete grade (“I”) may be assigned when a student’s coursework is of passing quality, but is incomplete because of circumstances beyond the student’s control (e.g., illness, death in the family, etc.). To ensure that the instructor and student agree on the coursework that is remaining, they must complete the *Instructor/Student Contract for Incomplete Coursework*. Upon completion of the remaining coursework, the student must complete a *Petition to Remove an Incomplete* to remove the incomplete grade. The contract and the petition are available on the bSpace site. The student should complete the remaining coursework within two semesters. A student with three or more Incompletes is academically ineligible to hold a student academic appointment. Additionally, a student must replace each Incomplete with a letter grade or S/U before applying for advancement to candidacy.

To have an incomplete in a psychology course removed, the student must take the completed petition to the Cashier Station in 128 Sproul Hall, pay a \$5.00 fee, have the petition date stamped, and return the petition to the Graduate Student Services Advisor; the Graduate Student Services Advisor will forward the petition to the Office of the Registrar. When the grade is recorded by the Office of the Registrar, the student will receive full unit credit and, if applicable, the grade points will be included in the calculation of the student’s GPA.

Satisfactory/Unsatisfactory Grades (S/U). It is expected and preferred that each graduate student be evaluated on a letter-graded basis for course work. It is particularly important for each first year student to take courses on a letter-graded basis, because the student needs to establish a UC Berkeley graduate grade point average to be hired as a GSI or GSR. Also any student who applies for fellowships will want a transcript with a preponderance of letter grades rather than rows of S’s appearing in the record.

Credit for courses taken on an S/U basis is limited to one-third of the total units that each student has taken and passed at Berkeley at the time the student’s degree is awarded. This excludes courses numbered 299 or courses in the 300, 400, or 600 series and courses on the exclusion list. For the M.A. degree, two-thirds of all course work (not just the courses listed on the M.A. candidacy application candidacy form) must be letter graded. Within these limits, courses in the 100 and 200 series graded Satisfactory may be accepted for academic residence.

The Psychology graduate courses listed below have received approval from the Committee on Courses of Instruction (COCI) to be graded exclusively for Satisfactory or Unsatisfactory. These courses may be excluded from the S/U unit limit and grade point average calculations.

- Psychology 229
- Psychology 239
- Psychology 249
- Psychology 259
- Psychology 269
- Psychology 292
- Psychology 293
- Psychology 300
- Psychology 301
- Psychology 602

A Satisfactory grade implies work of B- quality or better. No credit is allowed for work graded Unsatisfactory.

ACADEMIC APPOINTMENTS

Three types of academic appointments are available to graduate student in the Department.

Graduate Student Instructor (GSI).

GSI applications for the upcoming year are available online beginning March 15th. The application deadline is usually one month later, April 15. Appointment offers for Fall semester GSI positions are made in May and June and students are hired in July and August. Appointment offers for Spring semester are made in October and November and students are hired in December and January. The standard hiring deadline is the day before the start of the semester.

A student without any post-baccalaureate teaching experience begins at Step I. After four semesters of GSI experience, the student may be eligible for advancement to Step II. After two semesters of GSI experience at Step II, the student may be eligible for advancement to Step III. Note: A GSI appointment for any Summer Session is not included in determination of the step. A student with post-baccalaureate teaching experience may request early advancement when the student has the equivalent to four semesters of GSI experience. Graduate Division will review the request and decide if early advancement is appropriate.

Other circumstances that require requests for exception to be approved by Graduate Division include the following: 1) holding concurrent appointments totaling more than 75%; 2) serving as a GSI for a 200- or 300-level course; or 3) serving as a GSI for more eight and under 13 semesters (Office of the President policy prohibits a graduate student from being a GSI for more than 12 semesters).

Graduate Student Researcher (GSR). A student may have the opportunity to be a Graduate Student Researcher under the supervision of a faculty member or principal investigator. A GSR appointment is arranged between the student and faculty member or principal investigator. The student must inform the Graduate Student Services Advisor each term, including summer, that the student holds a GSR appointment and provide information about the hiring unit, period of the appointment, the percent time, and the step.

Reader. A graduate student may be a reader for an undergraduate Psychology course or, in some instances a graduate Psychology course. The general responsibilities of a reader are to read and grade assignments, examinations, and papers. Logistics are determined with the instructor of the course. Reader positions are advertised by the Graduate Student Services Advisor when available. Readers are hired on an hourly basis for a specific number of hours.

Fee Remission. Each semester that a student has one of the above appointments, the student may be eligible for a fee remission. The type of fee remission depends on the type of appointment and its percent-time. The three types of fee remission are: 1) full fee remission plus non-resident tuition; 2) full fee remission; and 3) partial fee remission. Students with a GSR appointment of 45%-time or greater are generally eligible for full fee remission. Students are eligible for a partial fee remission if they have one of the following appointments: a) a GSR appointment of 25%-time or greater and **less than** 45%-time, b) a GSI appointment of 25%-time or greater, or c) a reader appointment of 25%-time or greater.

The partial fee remission includes remission of all in-state tuition and fees except the Berkeley Campus Fee and the Class Pass Fee. Note: Typically, the fee remission for a GSR appointment of at least 45%-time appointment is paid from the grant of a faculty member or principal investigator, and most often does not include remission of non-resident tuition.

Union Representation. Graduate Student Instructors and Readers are Academic Student Employees (ASE) and are represented by UAW Local 2865. Graduate Student Researchers are not covered by collective bargaining.

DEPARTMENTAL FUNDS

Graduate Student Research Fund. The Department has a small fund to support graduate students' research. Each year in January, each graduate student who has been advanced to candidacy **and** has had the dissertation advisory committee meeting is eligible to apply. An email announcement of the application availability will be made by the Graduate Student Services Advisor. Maximum support will be \$1,000.

Travel Fund. The department has limited travel funds for graduate students who present their research at a conference. By application, graduate students can be awarded limited reimbursement for travel, lodging, and/or registration expenses. The maximum award per fiscal year (July 1 – June 30) is \$200 if the student has not been advanced to doctoral candidacy and \$300 if the student has been advanced to doctoral candidacy. To receive travel funds, the student must:

- Apply for one of the limited travel fund awards available during each half of the year by submitting the online application by June 1 for conferences taking place between July 1 and December 31 and by December 1 for conferences taking place between January 1 and June 30.
- If awarded a travel fund award, the student must submit the *Pre-Conference Reimbursement Request* form to the Graduate Student Services Advisor five business days prior to travel. The Graduate Student Services Advisor will sign the form and give the student a copy.
- **Within 10 business** days of the return, complete and submit the *Post-Conference Reimbursement* form to the Graduate Student Services Advisor with the following: 1) all receipts or other proof of payments and the actual cost of the trip; 2) a copy of the listing of the presentation in the conference program; and 3) the research paper abstract. Please note that reimbursements will not be granted after 15 business days after the conference travel has been completed.

Reimbursement forms are available on the Psychology Department's Resources webpage: <http://psychology.berkeley.edu/resources/resdirforms.html#students>. The Graduate Student Services Advisor then provides all documentation to the Purchasing Assistant for reimbursement.

Block Grant. Each year, Graduate Division allocates funds to the Department. With this allocation, the Department provides one-semester fellowships and GSI supplements to graduate students, and pays non-resident tuition for first-year out-of-state graduate students.

GSI Supplements

The purpose of the supplement is to balance the stipend levels of GSI appointments with GSR appointments. The base amount per semester is \$500 for a GSI with a 25%-time appointment and \$1,000 for a GSI with a 50%-time appointment. GSIs who have other sources of funding (e.g., NSF Graduate Research Fellowship, GSR appointment, special fellowships, etc.) are generally not eligible for the supplement. Students who are eligible in terms of funding need to be one of the following:

- GSI for a psychology course or a course cross-listed with a psychology course;
- RPP Coordinator or Head Graduate Student Instructor;
- GSI who was not placed in a psychology course but was placed in another course in order to meet the department's 10-semester GSI funding guarantee.

Total Percentage	No other funding	25% GSR	50% GSR	Reader, any percentage	Fellowship or grant
25% GSI	\$500	\$500	not eligible	\$500	not eligible
50% GSI	\$1,000	not eligible	not eligible	\$1,000	not eligible
75% GSI	not eligible	not eligible	not eligible	not eligible	not eligible

Non-Resident Tuition

Each first-year student who is out-of-state (i.e., is not yet a California resident), without a multi-year fellowship, has his or her non-resident tuition paid by the department for his or her first and second semesters **only**. Eligible students must become California residents for tuition purposes before the third semester to avoid being charged non-resident tuition. All out-of-state students in their third or later semester are responsible for payment of their non-resident tuition.

Students can also apply for the following Block Grant Fellowships:

Departmental Block Grant Fellowship

The Departmental Block Grant Fellowship (DBGF) provides a stipend of \$10,000 and pays in-state registration fees for one semester. The Fellowship is intended to support students who have advanced to candidacy and are in the dissertation phase of their degree process. Students who don't have alternative funding and have needed to GSI for most of their tenure as a graduate student are given priority to receive this fellowship. The application is available beginning the third Monday of March. The deadline is April 15. Students may receive this fellowship once during the program.

Summer Research Fellowship

The Summer Research Fellowship (SRF) provides a monthly stipend of \$1500-2000 and is awarded for one or two months during the summer. The Fellowship is intended to support students who are unable to secure alternative funding for the summer. The

application is available in January and the deadline is February 5. Students may receive this fellowship more than once during the program.

STUDENT ORGANIZATIONS

Graduate Assembly of Students in Psychology (GASP). The Graduate Assembly of Students in Psychology (GASP) is a student-run organization representing graduate students in the Department. All psychology graduate students are automatically members of GASP. The purpose of GASP is to support its members by advocating for student rights and resources, facilitating the dissemination of vital information, and promoting the creation of social networks. For more information, please visit the GASP Web site: <http://gasp.berkeley.edu/>.

Diversity Student Alliance. The Diversity Student Alliance was formed by the Department's graduate students with the following aims:

- Draw on discussions with thoughtful colleagues about how issues of culture/diversity impact the students' research choices, methods, and professional decisions.
- Examine the Department's program strengths and weakness in maintaining a diverse faculty and student body, and in addressing issues of culture in curricula, research, and clinical/community work.
- Initiate important steps to strengthen the graduate program in the following ways: providing links with the diverse Bay Area communities, promoting faculty positions that address diversity, and helping to design and encourage curricula that integrate issues of culture/diversity throughout the semester.

HEALTH INSURANCE

The University requires each student to have major medical insurance, and provides the Student Health Insurance Plan (SHIP) to meet this requirement. The University Health Services (UHS) provides primary care to each student, and SHIP covers care outside of UHS, including hospitalization, off-campus or out-of-area care while traveling, and some specialty services not available at UHS. Each student automatically is enrolled in SHIP, and there is a charge on the student's Campus Accounts and Receivables Systems (CARS) bill. Each student may choose to keep SHIP, or waive enrollment if the student has comparable health insurance coverage.

Medical Coverage. The Tang Center is the UHS' comprehensive outpatient center, complete with medical, mental health, and wellness units. Services include primary, urgent, and specialty medical care; pharmacy, laboratory, and radiology services; and physical therapy.

Mental Health Coverage. The Tang Center provides a wide range of counseling programs to help students with personal, academic, career, or health-related issues and crisis concerns. More information is available at <http://www.uhs.berkeley.edu/students/counseling/index.shtml>

Dental Coverage. Dental coverage is included as part of SHIP. All UCB students enrolled in SHIP automatically will receive benefits covering preventive and general restorative dental care.

Metropolitan Life (MetLife) is the dental insurance provider for SHIP members. Note that dental care is not provided at the Tang Center. SHIP members may select from a wide choice of local dentists, listed on the MetLife Web site. More information is available at <http://www.uhs.berkeley.edu/students/insurance/dentalannouncement.shtml>.

Vision Coverage. SHIP includes vision coverage. This coverage includes vision screening and correction services and is provided by the UC Berkeley School of Optometry. Injury or illness of the eye will continue to be covered by the medical portion of SHIP, administered by Anthem Blue Cross. More information is available at <http://www.uhs.berkeley.edu/students/insurance/VisionServices.shtml>.

Period of Coverage. Fall semester coverage begins August 15 and ends January 14 each year. Spring semester coverage begins January 15 and ends August 14 each year. Registered UCB students enrolled in SHIP for the Fall and Spring semesters have year-round health insurance coverage.

Blue Cross. SHIP was created solely for the benefit of UC Berkeley students. It is a non-profit plan administered by the University. In order to keep the cost of the plan low, the University has contracted with Blue Cross of California to provide medical and mental health services through Blue Cross' extensive network of providers and hospitals. These providers, called *Prudent Buyer Providers*, have agreed to charge lower fees to Blue Cross patients.

Waiver. A student may request a waiver of SHIP if the student has health insurance coverage through a major medical insurance plan comparable to SHIP. If a student waives SHIP and is a registered student, the student may be seen at University Health Services. There is no charge to see a doctor or nurse practitioner there. For waiver qualifications, instructions, forms, and FAQ, please see <http://www.uhs.berkeley.edu/students/insurance/waiver/welcome.shtml>.

RESOURCES

This section describes Department and campus resources available to graduate students.

Area Graduate Advisers and Head Graduate Adviser. Area Graduate Advisers and the Head Graduate Adviser are responsible for the academic advising of graduate students. The objectives of the Area Graduate Advisers and Head Graduate Adviser are to admit the best possible class of students and to guide each entering or continuing student through the various steps necessary for the student to earn higher degrees.

Graduate Student Services Advisor (GSSA). The Graduate Student Services Advisor is a departmental staff member who is responsible for the administrative advising of graduate students. For example, the GSSA reminds students about registration and fellowship deadlines, stays abreast of degree requirements from Graduate Division and University, and manages

requisite administrative paperwork on behalf of the Department and its graduate students. For general information send email inquiries to psychgradinfo@berkeley.edu.

Graduate Student Services Advisor	(510) 642-1382	Room 3318
Intake Advisor & Scheduling Coordinator	(510) 643-8114	Room 3305
Director of Student Services	(510) 642-7097	Room 3313

bSpace (Psychology Graduate Students). This bSpace site centralizes information pertinent to graduate students in the Department of Psychology. The site provides a calendar and event announcements, applications and forms, fellowship and job announcements, program curricula, and syllabi and course descriptions. To join this site, follow these four steps.

1. Logon to bSpace (<https://bpace.berkeley.edu/>) with Cal Net ID and passphrase
2. Click on the Membership link on the left hand side
3. At the top of the page, click on Joinable Sites
4. Search for “Psychology Graduate Students” and select join

Department Website. (<http://psychology.berkeley.edu>). The Department website contains department news, course offerings, faculty and student directories, applications and forms, and area program information.

Graduate Division Website. (<http://www.grad.berkeley.edu>). Graduate Division’s website has information about the different offices of Graduate Division as well as information concerning financial support, academic and professional development, policies and procedures, and student life. It also has links to upcoming workshops and events, diversity topics, information for student families, and applications and forms.

Guide to Graduate Policy. (<http://www.grad.berkeley.edu/policies/ggp/ggp.pdf>). The Guide to Graduate Policy acquaints staff and students with the policies and procedures that govern graduate work at UC Berkeley. This guide is best used in conjunction with this handbook and the General Catalog (<http://www.berkeley.edu/catalog/>).

Disabled Students Resources. The campus offers many different resources for graduate students with disabilities. The purpose of an academic accommodation is to offer the graduate student an equal opportunity to meet the department’s academic standards and requirements. The Disabled Students Program [<http://dsp.berkeley.edu> or (510) 642-0518] serves graduate students with disabilities (who complete the process for establishing eligibility) by authorizing academic accommodations. Disabled Access Services [<http://access.berkeley.edu> or (510) 643-6473 or 643-6456] can usually assist with accommodations to extra-curricular events. Most physical access issues are addressed in the *Campus Access Guide* [<http://acads.chance.berkeley.edu/CAG/>]. Finally, problems with accommodations should be reported to the campus Disability Resolution Officer [<http://acads.chance.berkeley.edu/ada.shtml> or (510) 642-2795].