

QUALIFYING EXAMINATION POLICIES & PROCEDURES 2011-12

DEPARTMENT OF PSYCHOLOGY, UCB

Please read the following instructions carefully before filling out the attached Qualifying Examination Worksheet. Consult with the Graduate Student Services Advisor if you have questions.

Eligibility to Sit for the Examination:

1. The student must be registered the semester the examination is taken. For an examination taken during the summer, the student must have been registered in the last spring semester.
2. The student must have at least a B average in all work undertaken in graduate standing.
3. The student cannot have more than **two** courses graded Incomplete on record.

Constitution of the Qualifying Examination Committee:

The Head Graduate Advisor and Area Head, in consultation with the student, recommends faculty for appointment to the QE Committee. Final approval of the committee rests with the Dean of the Graduate Division.

The Qualifying Examination Committee must consist of a minimum of four members.

1. The Chair of the Qualifying Examination (QE) Committee must be an Academic Senate Member chosen from faculty of the Psychology Department. The professor who is to serve as the QE Chair may not subsequently serve as Chair of the student's dissertation committee, unless that professor serves as co-chair along with another Academic Senate Professor from the Psychology Department.
2. One member of the Committee must be chosen from the faculty of a department other than the Psychology Department of the UC Berkeley campus. The Outside Member must be a Berkeley Academic Senate member.
3. At least half of the Committee must be from UC Berkeley's Psychology Department faculty.
4. Only one Lecturer may serve on the Committee. (Please see the Graduate Student Services Advisor if you would like to have a Lecturer appointed to your committee).
5. Adjunct faculty members with joint appointments (including a 0% appointment) can serve as inside members on the committee, but not outside members. Faculty members affiliated with the Psychology Department who do not have an appointment can serve as outside members on the committee, but not inside members. No exception is necessary for adjunct and affiliated UC Berkeley faculty.

6. An exception must be approved by the Graduate Division for an individual who is not a faculty member at UC Berkeley or is not a member of the academic senate at UC Berkeley to serve as an inside member of the QE Committee. Faculty members from other UC schools and Stanford are an exception to this rule and do not need exceptional approval. To request an exception, please submit the following to the Student Services Office: (1) a statement from the Chair of the Qualifying Examination that the prospective appointee has the doctorate or its equivalent in research experience and has special and necessary expertise that would facilitate the student's work and that cannot be duplicated among the regular faculty, (2) the current CV and bibliography of the individual. The Student Services Office staff will request the exception. Additionally, for an individual who does not hold an academic appointment at UC Berkeley, the statement must acknowledge that the individual will serve without stipend.

Time Frame:

The Qualifying Examination consists of two parts, a written part and an oral part. The written part, which may be questions, papers, or a combination, is usually completed one week prior to the oral part. (Different Areas have different policies regarding the written part of the exam. Please consult with your Area Head before planning the written part of the exam.) The attached worksheet must be submitted to the Student Services Office no later than six weeks prior to the date for which your Qualifying Examination is scheduled. Questions will be e-mailed by the Chair of the Committee, and answers should be submitted to each committee member and to the Student Services Office.

PLEASE COMPLETE AND RETURN THE ATTACHED FORM TO THE GRADUATE STUDENT SERVICES ADVISOR (IN 3318 TOLMAN) **SIX WEEKS** PRIOR TO THE DATE ON WHICH THE ORAL PORTION OF YOUR QUALIFYING EXAMINATION IS SCHEDULED.

QUALIFYING EXAMINATION APPLICATION WORKSHEET

UCB DEPARTMENT OF PSYCHOLOGY

Please complete and return this signed form to the Graduate Student Services Advisor **six weeks** prior to the date on which the oral portion of your Qualifying Examination is scheduled.

STUDENT INFORMATION

Name: _____ SID # _____

Address: _____ Phone # _____

_____ Email _____

EXAM & COMMITTEE INFORMATION

Subjects: The subjects upon which the applicant should be held for examination are:

1. _____
2. _____
3. _____

Format: Indicate written format: ____ questions ____ papers ____ combination of questions and papers.

(Note: If a combination format is chosen, please indicate which subject should have which format. Copies of your written exam, whether answers to questions or papers, must be distributed to each committee member AND one copy to the Student Services Office.)

Oral Exam: Date: _____ Time: _____ Location: _____

Committee Members: Proposed committee members to conduct the qualifying examination:

(Chairperson)

(Inside Member)

(Inside Member)

(Inside Member)

(Outside Member)

Please list the contact information for non-UC Berkeley's Psychology Department members:

(Name)

(Contact Info)

(Name)

(Contact Info)

Dissertation Chair: Proposed *Chair* for the dissertation research committee is _____

APPROVAL SIGNATURES:

Chair of QE

Date

Area Head

Date