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 Graduate Program website, [http://psychology.berkeley.edu/graduate-program](http://psychology.berkeley.edu/graduate-program), the University's *General Catalog*, found at [http://catalog.berkeley.edu/](http://catalog.berkeley.edu/), and the *Guide to Graduate Policy*, found at [http://www.grad.berkeley.edu/policies/guide.shtml](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](mailto: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](http://psychology.berkeley.edu) and Psychology Department’s Resources and Forms pages: [http://psychology.berkeley.edu/resources/resdir.html](http://psychology.berkeley.edu/resources/resdir.html) as well as Graduate Division's home page: [http://www.grad.berkeley.edu/](http://www.grad.berkeley.edu/).
DEGREE REQUIREMENTS

To remain in good standing, each student is required to complete a combination of University, Department, and Area requirements, as outlined below.

Coursework

Core Courses. The Psychology Department has only three department-wide core courses:

1) Psychology 292, Introduction to the Profession of Psychology, 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 (fall semester, first year);

2) Psychology 293, Second-Year Seminar on Professional Development, a seminar on various issues in professional development (spring semester, second year);

3) Psychology 300, Teaching Psychology, which is required prior to or concurrent with the first semester of teaching as a Graduate Student Instructor (GSI) (offered only in the fall semester and is usually taken by students in their first year).

Statistics and Methodology. The Department requires each student to take a sequence of courses on methodology, statistics, and experimental design. Most students complete the Psychology 205A-B, Data Analysis, course sequence to satisfy this requirement. Some students opt to take statistics courses in other departments on campus. Students seeking to fulfill the statistics requirement with courses outside the department should discuss their plans with their advisor, and receive approval from their Area Chair and the Head Graduate Advisor.

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 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.

Proseminars. Proseminars 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 230; CPD: Psychology 240A-B; S/P: Psychology 250A and 260B.
**Topical 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.

**Summary of Department and Area Requirements.** Below are the departmental requirements followed by each area’s additional requirements for the doctoral program. *The shaded area contains requirements for the optional M.A. degree. Clinical Science students should refer to their area-specific documentation regarding course requirements.*

<table>
<thead>
<tr>
<th>Departmental Requirements</th>
<th>Expected Completion</th>
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<tbody>
<tr>
<td>Research (299)</td>
<td>Each semester in residence</td>
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<tr>
<td>Weekly Colloquia (either 229,239, 249, or 259 &amp; 269)</td>
<td>Each semester in residence</td>
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<tr>
<td>Psych 292 (<em>Intro to the Profession of Psychology</em>)</td>
<td>Fall, Year 1</td>
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<tr>
<td>Psych 300 (<em>Teaching Psychology</em>)</td>
<td>Fall, Year 1 or 2 (preferably Year 1)</td>
</tr>
<tr>
<td>Psych 205A-B (<em>Data Analysis</em>) or approved equivalent</td>
<td>Fall and Spring, Year 1 or 2</td>
</tr>
<tr>
<td>Psych 293 (<em>Professional Development Seminar</em>)</td>
<td>Spring, Year 2 or 3</td>
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<tr>
<td>Second-Year Research Poster (completed in 293)</td>
<td>Spring, Year 2</td>
</tr>
<tr>
<td>Research Paper</td>
<td>By date of QE</td>
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<tr>
<td>Qualifying Examination</td>
<td>By end of Spring, Year 3</td>
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<tr>
<td>Advance to Doctoral Candidacy</td>
<td>Fall, Year 4</td>
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<tr>
<td>Dissertation Proposal</td>
<td>Spring, Year 4</td>
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<td>Dissertation Filing</td>
<td>Spring, Year 5</td>
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**Behavioral Neuroscience (BN)**

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<th>Expected Completion</th>
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<td>Student’s Choice</td>
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<tr>
<th>Behavioral Neuroscience (BN)</th>
<th>Expected Completion</th>
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<tbody>
<tr>
<td>Psych 210B (<em>Behavioral Neuroscience Proseminar</em>)</td>
<td>Student’s Choice</td>
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<tr>
<td>Psych 210A-E (<em>Proseminars</em>) – 2 semesters</td>
<td>Student’s Choice</td>
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<tr>
<td>Psych 290 series Topical Seminars – 4 semesters</td>
<td>Student’s Choice</td>
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**Change, Plasticity, and Development (CPD)**

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<tr>
<th>Change, Plasticity, and Development (CPD)</th>
<th>Expected Completion</th>
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<tbody>
<tr>
<td>Psych 240A-B (<em>Proseminars</em>)</td>
<td>Student’s Choice</td>
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<tr>
<td>Psych 290 series Topical Seminars – 3 semesters</td>
<td>Student’s Choice</td>
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<tr>
<td>Third-year Oral Presentation</td>
<td>Fall, Year 3</td>
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**Cognition, Brain, and Behavior**

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<th>Expected Completion</th>
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<td>Student’s Choice</td>
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<tr>
<th>Cognition, Brain, and Behavior</th>
<th>Expected Completion</th>
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<tr>
<td>Psych 210A-E (<em>Proseminars</em>) - 3 semesters</td>
<td>Student’s Choice</td>
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<tr>
<td>Topical Seminars - 4 semesters</td>
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**Social/Personality**

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<td>Fall and Spring, Year 1 or 2</td>
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<th>Social/Personality</th>
<th>Expected Completion</th>
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<tr>
<td>Psych 250A and 260B (<em>Proseminars</em>)</td>
<td>Fall and Spring, Year 1 or 2</td>
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<tr>
<td>Topical Seminars – 3 semesters</td>
<td>Student’s Choice</td>
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<tr>
<td>Psych 250D (<em>Methods of Personality Measurement</em>)</td>
<td>Year 1 or 2 (or when offered)</td>
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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.

Attending Talks Outside Area of Specialization. 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, colloquia, 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.

Additional Area Requirements. Areas may have other requirements such as an oral presentation at a department or inter-campus event (e.g., Berkeley-Stanford talks) during the first two years.

Training as a Graduate Student Instructor

Two-semester teaching requirement. Each student is required to be a Graduate Student Instructor (GSI) for two semesters. Up to one summer school course may count toward this two-semester requirement. Additionally, up to one online course may count toward this requirement, although preference will be given to graduate students who have already completed their two-semester teaching requirement.

Applying for GSI positions. Students should attend to notices sent periodically via email by the Graduate Student Services Advisor regarding GSI application procedures and deadlines. 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.

GSI selection procedure. 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.

GSI contract. If a student secures alternative funding prior to committing to a GSIsip, he/she must notify the Graduate Student Services Advisor immediately. Once a student accepts the Academic Student Employee offer, it is expected that he/she will fulfill this contractual obligation.
Master’s Degree (optional)

The Psychology Department does not offer a terminal master’s degree program. However, doctoral students may opt to pursue a Master of Arts degree en route to the doctoral degree. Specific requirements are outlined below. 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 Psychology Department falls 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 coursework 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 (usually 205A/B) 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 coursework (excluding courses numbered 299 or those in the 300, 400, or 600 series) must be letter-graded.

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.
Second-Year Research Poster

All students are required to present a research poster at the end of their second year. The annual departmental poster day takes place in May, and is typically held during the last or second-last class meeting for Psychology 293.

The date of this poster session is listed in the course syllabus, and it is the second-year student’s responsibility to attend. If absence is unavoidable, the student should make alternative arrangements with the Head Graduate Advisor to fulfill the poster requirement.

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 their research as soon as possible.

Paper requirement

Before passing the QE, students will be required to submit a paper – preferably an empirical paper to be submitted for publication as part of their ongoing research activities. A completed manuscript should be turned in to the QE committee no later than 1 week before the written exam. However, students will be strongly encouraged to complete this first manuscript by the end of Year 2. If the committee deems the manuscript to be publication-quality, it will serve as a replacement for one of the three topics (i.e., questions) on the written QE exam.

Clinical Science students should refer to their area-specific documentation regarding written requirements and the QE.

Qualifying Exam (QE)

Purpose. The purpose of the 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.

Format. The QE consists of a written portion followed by an oral portion. The written portion is required by departmental policy, whereas Graduate Division requires the oral portion. After completion of the oral portion, 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.

Timing. Non-Clinical students are encouraged to take their QE by the end of the summer after Year 2. Officially, however, they have until the end of Spring semester of Year 3 to complete their QE. Clinical students are encouraged to take their QE by the end of the summer after Year 3. Officially, however, they have until the end of Fall semester of Year 4 to complete their QE.
Planning ahead. It is necessary to establish a QE committee and submit paperwork in advance of the exam (see below). During Year 2, the student should begin to consult with his or her mentor regarding the constitution of the QE committee, the timing of the exam, and the topics to be covered.

Scheduling considerations.

- 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 Year 3 (Fall Semester of Year 4 for Clinical Science students), and the examination must be completed no later than the last day of classes that same semester.
- Faculty members are under no obligation to attend summer meetings (June-August); this is important to bear in mind when suggesting possible dates to the committee.
- The student must be registered during the semester of the QE.
- 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).
- Requests to postpone the QE beyond the specified time-frame will be considered only in the case of a medical leave, pregnancy, or other extenuating circumstance.
- A Qualifying Exam Timeline Worksheet is available to help you prepare for the QE. We recommend that the student and QE Chair review this timeline together to decide on dates for each of the milestones.

Application for QE. Three to four months prior to the proposed oral QE date, the student must form a committee meeting the criteria outlined below. 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.

QE Committee Membership. The QE committee normally consists of four 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.)
- A chair of a student’s Qualifying Examination committee CANNOT be the chair of that student’s dissertation committee. (However, a Qualifying Examination committee chair may serve as a co-chair on a student’s dissertation committee if the other co-chair is from the Psychology Department.)
- 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.

Written QE & Paper Substitutions. Across all areas, the written QE will consist of 3 essay questions on separate topics. As noted in the prior section titled ‘Paper requirement’, all students who have
submitted a paper for publication by the time of the QE will be eligible to ‘place out’ of one of the
topics of their QE; however, the two remaining questions must be on distinct topics. Students who
have, by the time of the QE, submitted more than one manuscript for publication based on their
graduate research will be welcome to submit a written request to their QE committee to replace
additional questions on the written QE. This request must be made at least 1 week before the written
eval. The committee will consider whether the manuscripts are sufficiently distinct from one
another as to satisfy the breadth requirement of the QE.

Clinical Science students should refer to their area-specific documentation for QE requirements.

Administration of 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 involving 3 questions might begin at 9:00 a.m. and be completed by
6:00 p.m. that same day – or another time-window of equal duration agreed upon by the student and
QE Committee Chair. 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.

The Graduate Student Services Advisor will send the student the QE questions via email at the
designated start-time (e.g., 9 a.m.), cc’ing the QE committee. The student would be advised to ask
the Committee Chair ahead of time how s/he can be reached in case the questions are not e-mailed
promptly. At the conclusion of the examination, the student should forward an electronic copy of the
answers to each QE committee member and retain a personal copy.

Oral Exam: The oral examination should be completed one week after the written examination,
typically (although not necessarily) 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
physically 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.

Evaluation of the Qualifying Examination. A unanimous vote of the QE committee is required for
the student to pass the Qualifying Examination. 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 fail, a partial fail, or
a split vote, 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).
Upon successful completion of the QE. Students should advance to candidacy as soon as possible after passing the QE (filing the required form, which requires them to list the members of their dissertation committee), and schedule their first Dissertation Advisory Committee meeting for the semester following the QE. See below for details.

Advancement to Candidacy

The Application for Candidacy for the Doctoral Degree 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.

Criteria for Advancement to Candidacy. To advance to candidacy, the student must fulfill each of the following requirements: 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 requires the names of the proposed Dissertation Committee members. One member of the dissertation committee must be an outside member, defined as an Academic Senate member from a UC Berkeley department or school other than the Psychology Department. The committee chair of the QE may not be the chair of the Dissertation Committee.

Application for Candidacy for the Doctoral Degree
(http://www.grad.berkeley.edu/policies/pdf/PlanB.pdf)

Dissertation Advisory Committee for Research

After completing the QE, students are required to meet with their Dissertation Advisory Committee every year, beginning with a Dissertation Proposal meeting the semester after the QE. If it is difficult to convene a meeting with all members at the same time, it is acceptable for one of the committee members to participate in the meeting remotely (via phone or video conference) or to be absent. However, the student should arrange a separate meeting with this committee member, preferably in advance of the group meeting.

Typically, the Dissertation Advisory Committee corresponds to the faculty members listed on the Advancement to Candidacy form previously approved by Graduate Division. The Chair of this Committee is typically the student’s primary advisor (but note that this Chair may not have also served as the Chair of the QE). If a change to the committee membership is sought by the student or is required by the area, the student must submit a Request for Change of Higher Degree Committee form.

Dissertation Proposal. All students will be required to submit a Dissertation Proposal to their Dissertation Advisory Committee at least one week before their first meeting. The format of this proposal is to be specified at the level of the area, but generally is expected to take the format of a
grant proposal of 5-10 pages in length.

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 dissertation committee chair will coordinate with the student and committee to review the revisions and either approve the proposal or specify further required revisions. The revision process may require meetings of the student with the committee or may take place outside a formal meeting, as determined by the dissertation committee chair.

**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.


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](http://registrar.berkeley.edu/GeneralInfo/stucal.html)) and the Academic Calendar ([http://opa.berkeley.edu/AcademicCalendar/calendar.aspx](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.

**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](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.

**NORMATIVE TIME AND CANDIDACY**

**Normative Time in the Program.** This phrase refers to 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.
• For non-Clinical graduate students, the normative time between entry into the program and doctoral degree completion is 5 years (10 semesters)
• For Clinical students, the normative time between entry into the program and doctoral degree completion is 6 years (12 semesters)
• 5 years is considered the ‘gold standard’. However, we recognize that not all students will be able to complete their Ph.D. within this time-frame, and that students in some areas are encouraged to stay for a 6th year.

**Normative 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 (completion of the QE is not in and of itself sufficient; see above for additional requirements).

• For non-Clinical students, normative time is 6 semesters before advancement to candidacy and 4 semesters after advancement to candidacy.
• For Clinical Sciences students, normative time in candidacy is 8 semesters before advancement to candidacy and 4 semesters after advancement to candidacy.
• Even though the time-in-candidacy is 4 semesters, candidacy for the doctoral degree will continue for a one-year (two-semester) grace period beyond this time-frame.

**Lapsing of Candidacy.** 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 four semesters, candidacy for the doctoral degree will continue for a one-year (two-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 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.

**Filing Fee Status.** Students who are close to completing their dissertations may go on Filing Fee Status for their final semester at UC Berkeley to reduce tuition expenses. While on Filing Fee Status, they do not have access to UCB facilities. Students are encouraged to discuss this option with their advisors and 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 the student’s account.

Enrollment. Students are expected to sign up for 12 units every semester. Psychology 298 or 299 units may help to fill in the required number of units.

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. However, students bear the cost of changes to course schedules made after the last week of instruction.

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.

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 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. It may take several weeks for the block to clear.

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. If you officially withdraw from the program, you are not guaranteed readmission.
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 Head Graduate Advisor. 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 in order to remove the incomplete grade. 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 small fee if applicable, 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).
A Satisfactory grade implies work of B- quality or better. No credit is allowed for work graded Unsatisfactory.

It is expected and preferred that each graduate student be evaluated on a letter-graded basis for coursework. 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. Additionally, grades in graduate-level classes are commonly reviewed for competitive fellowship applications.

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 except for courses indicated below. For the M.A. degree, two-thirds of all course work (not just the courses listed on the M.A. application for candidacy form) must be letter graded. Within these limits, courses in the 100 and 200 series graded Satisfactory may be accepted for academic residence.
Courses numbered 299, as well as courses in the 300, 400, or 600 series may be taken S/U. These courses, as well as those in which S/U is the only grading option, are all excluded from the S/U unit limit and grade point average calculations. Two-thirds of all coursework (excluding courses numbered 299 or those in the 300, 400, or 600 series) must be letter-graded. Proseminar courses, statistics and methodology courses, advanced courses, and seminars must be taken for a letter grade.

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

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 should be available online beginning March 15th. The application deadline is usually one month later, April 15. Appointment offers for Fall semester GSI positions are generally made in 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 from another department or university 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 than 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 Student Services 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**

**Named Research Funds & Block Grant.** The department has a few named funds to support graduate student research. In addition, the Graduate Division provides Block Grant allocations for graduate student support. A combination of these funds is used by the Department to provide Departmental Semester and Summer Fellowships. Block Grant funds also provide for departmental GSI supplements and for the payment of non-resident tuition for all first-year out-of-state graduate students.
Departmental Semester Fellowship (formerly Block Grant Fellowship)
The Departmental Semester Fellowship (DSF) 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. 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. Students may receive this fellowship more than once during the program.

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;
- Students who GSI for a course outside of psychology are only eligible for the GSI supplement WITH ADVANCE APPROVAL. If you are considering accepting a GSI position outside of psychology, you must speak with the psychology Head Graduate Advisor to determine if you would be eligible. Outside courses may not be eligible, especially if there are available Psych GSI openings to fill.

<table>
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<th>Total Percentage</th>
<th>No other funding</th>
<th>25% GSR</th>
<th>50% GSR</th>
<th>Reader, any percentage</th>
<th>Fellowship or grant</th>
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<tr>
<td>25% GSI</td>
<td>$500</td>
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<td>$500</td>
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</tr>
<tr>
<td>50% GSI</td>
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<td>not eligible</td>
<td>$1,000</td>
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</tr>
<tr>
<td>75% GSI</td>
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<td>not eligible</td>
<td>not eligible</td>
<td>not eligible</td>
<td>not eligible</td>
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Non-Resident Supplemental Tuition
Each first-year student who is out-of-state (i.e., is not yet a California resident or is an international student), 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. All students having advanced to candidacy receive NRST in years 3, 4 and 5.
Travel Fund. The department has limited travel funds for graduate students who attend a conference. By application, graduate students can be awarded limited reimbursement for travel, lodging, and/or registration expenses. 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 November 15 for conferences taking place between January 1 and June 30.
- If awarded a travel fund award, submit a Travel Reimbursement form to the Purchasing and Reimbursement Coordinator with the following: 1) all receipts or other proof of payments and the actual cost of the trip; 2) documentation verifying you presented or attended the conference within 10 business days of return. Failure to submit all necessary paperwork within the 10 business days may result in the inability to receive a reimbursement.

Reimbursement forms are available in bSpace: Graduate Student Resources, Department Forms and Applications.

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 weaknesses 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.

The DSA Chair sits on the Department’s Diversity Committee, which is charged with advising the Head of the Diversity Committee on issues of diversity, equity, and inclusion.
HEALTH INSURANCE AND MEDICAL RESOURCES

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 demonstrates to the university that he/she 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](http://www.uhs.berkeley.edu/students/insurance/waiver/welcome.shtml).

**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](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](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/](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](http://acads.chance.berkeley.edu/ada.shtml) or (510) 642-2795].

**ACADEMIC 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](mailto:psychgradinfo@berkeley.edu).

<table>
<thead>
<tr>
<th><strong>Position</strong></th>
<th><strong>Phone</strong></th>
<th><strong>Room</strong></th>
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<tbody>
<tr>
<td>Graduate Student Services Advisor</td>
<td>(510) 642-1382</td>
<td>3318</td>
</tr>
<tr>
<td>Intake Advisor &amp; Scheduling Coordinator</td>
<td>(510) 643-8114</td>
<td>3305</td>
</tr>
<tr>
<td>Director of Student Services</td>
<td>(510) 642-7097</td>
<td>3313</td>
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**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://bspace.berkeley.edu/](https://bspace.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. For a listing of Department events visit: http://events.berkeley.edu/index.php/calendar/sn/psych.html.

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/).