

GRADUATE STUDENT HANDBOOK

DEPARTMENT OF PSYCHOLOGY

2017-2018



UNIVERSITY OF CALIFORNIA, BERKELEY

The Department of Psychology's *Graduate Student Handbook* has been produced to acquaint students with the department's graduate program, student organizations and resources, and with Graduate Division's policies and procedures. This handbook is best used in conjunction with the Psychology Department's [Graduate Program pages](#), the University's [Academic Guide](#) and the [Guide to Graduate Policy](#), 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, contact the Graduate Student Services Advisor, 3141 Tolman Hall, psychgradinfo@berkeley.edu, 510-642-1382.

For more information and reference tools, visit the Psychology Department's [home page](#), the department's Resources and Forms files in [bCourses](#), as well as Graduate Division's [website](#).

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► LEARNING OUTCOMES

Psychology as a scientific discipline aims to describe, understand, and predict the behavior of living organisms. In doing so, psychology embraces the many factors that influence behavior - from sensory experience to complex cognition, from the role of genetics to that of social and cultural environments, from the processes that explain behavior in early childhood to those that operate in older ages, and from typical development to pathological conditions. The Department of Psychology at UC Berkeley reflects the diversity of our discipline's mission covering six key areas of research: Behavioral and Systems Neuroscience; Cognition; Cognitive Neuroscience; Clinical Science; Developmental; and Social-Personality Psychology. Our program learning goals focus on honing methodological, statistical and critical thinking skills relevant to all areas of Psychology research; enabling students with sufficient breadth to retain perspective in the field of psychology and sufficient depth to permit successful independent and significant research.

The major academic objectives of the Ph.D. program are for students to:

- Develop an understanding of the different theoretical and empirical frameworks that have defined and shaped the field
- Develop an understanding of the central questions and issues in contemporary psychology
- Develop expertise in one or more relevant research methodologies
- Build expertise in formulating testable hypotheses and designing appropriate studies
- Hone ability to critically evaluate scientific research
- Develop expertise in statistics and advanced data analytic approaches
- Develop an awareness of the importance of science to humanity while recognizing its limits (i.e., some scientific knowledge is culture specific and may not applicable to the human condition universally)
- Develop competence as a teacher of undergraduates and mentor to graduate students.

► 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 four department-wide core courses:

1. Psych 205, *Data Analysis*. See Statistics and Methodology, below.
2. Psych 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);

3. Psych 293, *Second-Year Seminar on Professional Development*, a seminar on various issues in professional development (spring semester, second or third year);
4. Psych 375, *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 two semesters of graduate level statistics. The psychology department offers a broad course in multivariate statistics (currently Psych 205). Statistics and Data Analysis classes are also offered in many departments across campus. Students might find that some of these classes are better at satisfying their specialized needs and second semester requirement. In addition, the campus offers short courses both in programming and in statistical analyses (e.g. dlab.berkeley.edu). Most students are thus encouraged to take 205 in the department during their first year and in consultation with their advisor to choose a second statistics course that best fits their need. Students are also encouraged to take advantage of the workshops such as those offered by D-Lab and to take a self-pace programming course.

All students should discuss their plans with their advisor and submit the department's **Department & Area Requirement Exception Request Form** to the Graduate Student Services Advisor when taking courses other than 205, and for approval of their second semester requirement.

The form is in bCourses > Psychology Graduate Students > Files > Applications_Forms

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:

- Behavioral and Systems Neuroscience (BN) / Cognition (Cog) / Cognitive Neuroscience (CN): Psych 229
- Clinical Science (CS): Psych 239
- Developmental (Dev): Psych 249
- Social-Personality (S-P): Psych 259 and 269

Behavioral and Systems Neuroscience students may fulfill their requirement by attending colloquia in other areas, such as Cognitive Neuroscience. See the Graduate Student Services Advisor for instructions.

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:

- BN/Cog/CN: Psych 210A-E
- CS: Psych 230
- Dev: Psych 240A-B
- S-P: Psych 250A and 250B

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.*

DEPARTMENTAL REQUIREMENTS

Expected Completion

• Research (299)	Register each semester
• Weekly Colloquia (either 229,239, 249, or 259 & 269)	Register each semester
• Psych 292 (<i>Intro to the Profession of Psychology</i>)	Fall, Year 1
• Psych 375 (<i>Teaching Psychology</i>)	Fall, Year 1 or 2 (preferably 1)
• Psych 205 (<i>Data Analysis</i>) or approved equivalent	Year 1 or 2 (preferably 1)
• Second semester statistics	Year 1 or 2 (preferably 1)
• Psych 293 (<i>Professional Development Seminar</i>)	Spring, Year 2 or 3
• Establish Qualifying Examination Committee	Spring, Year 2
• Second-Year Research Poster	Spring, Year 2
• Research Paper	By date of Qualifying Examination
• Qualifying Examination	By end of Spring, Year 3
• Advance to Doctoral Candidacy	By Fall, Year 4
• Dissertation Proposal	By Spring, Year 4
• Dissertation Filing	By Spring, Year 5

AREA REQUIREMENTS

Behavioral and Systems Neuroscience (BN)

Expected Completion

• Psych 210B (<i>BN Proseminar</i>)	Student’s Choice
• Psych 210A-E (<i>Proseminars</i>) – 2 semesters	Student’s Choice
• Psych 290 series Topical Seminars – 4 semesters	Student’s Choice

Clinical Science (CS)

Per Clinical Program Coordinator

Cognition (Cog)

Expected Completion

• Psych 210A-E (<i>Proseminars</i>) - 3 semesters	Student's Choice
• Topical Seminars - 4 semesters	Student's Choice
• Oral Presentations	30-minutes, in each of years 1 – 3 Full talks in years 4 and 5
<i>Cognitive Neuroscience (CN)</i>	<i>Expected Completion</i>
• Psych 210A-E (<i>Proseminars</i>) - 3 semesters	Student's Choice
• Topical Seminars - 4 semesters	Student's Choice
• Oral Presentations	20 - 25 minutes, years 3 – 5. Exit talk.
<i>Developmental (Dev)</i>	<i>Expected Completion</i>
• Psych 240A-B (<i>Proseminars</i>)	Student's Choice
• Psych 290 series Topical Seminars – 3 semesters	Student's Choice
• Oral Presentations	30-minutes, in each of years 1 – 3 Full talks in years 4 and 5
<i>Social-Personality (S-P)</i>	<i>Expected Completion</i>
• Psych 250A and 260B (<i>Proseminars</i>)	Fall and Spring, Year 1 or 2
• Topical Seminars – 3 semesters	Student's Choice
• Psych 250D (<i>Methods of Personality Measurement</i>)	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 and area-specific requirements to the Head Graduate Advisor. To request an exception to a department or area requirement, complete the **Department and Area Exception Request Form** and submit it to the Graduate Student Services Advisor.

The form is in bCourses > Psychology Graduate Students > Files > Applications_Forms.

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.

Academic Progress Report. Students are advised to periodically verify their completed courses and which requirements remain unfulfilled (degree audit) using CalCentral's > Advising Resources >

Academic Progress Report tool. The APR is projected to be available to graduate students during the Fall 2017 semester.

► TRAINING AS A GRADUATE STUDENT INSTRUCTOR

Two-semester teaching requirement. Each student is required to be a Graduate Student Instructor (GSI) for two semesters. One Summer Session or one online course may count toward this two-semester 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. It is each student's responsibility to submit timely applications and to meet the GSI requirements. Students may be assigned to Psychology 101 Research and Data Analysis regardless of the course preferences they list on their application.

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. 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.

Specific requirements are outlined below.

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 375, and the two-semester statistics 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 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 grad.berkeley.edu/academic-progress/thesis/. 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/calendar>.

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.

Complete the [Application for Candidacy for the Master’s Degree](#) and submit to the Graduate Student Services Advisor.

►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.

We recommend that students establish their QE committee prior to the end of their second year, and solicit their input on the second-year research poster.

► 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, to be read by members of their QE committee. 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 and Social-Personality students should refer to their area-specific documentation regarding written requirements and the QE.

► QUALIFYING EXAMINATION (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. *Students do not necessarily have to have completed their coursework to take the QE, although they should have made good progress toward this goal.*

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 and Guidelines 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 written QE date, the student forms a committee meeting the criteria outlined below. At least *three weeks* prior to the written QE date, the student must:

1. submit the department's **Qualifying Examination Application Worksheet** to the Graduate Student Services Advisor.

The worksheet is in bCourses > Psychology Graduate Students > Files > Qualifying Examination Information.

2. submit Graduate Division's **Application for the Qualifying Examination.**

The application is a Higher Degree Committees e-form.

Go to CalCentral > My Dashboard > Student Resources > Submit a Form

For Graduate Division's application, enter the date of the written section of the exam. If oral exam only (see Paper Substitutions below), enter the date of the oral exam.

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 approval 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 Academic Senate Representative – 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 exam*. The committee will consider whether the manuscripts are sufficiently distinct from one another as to satisfy the breadth requirement of the QE.

Clinical Science and Social-Personality students should refer to their Area Heads 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 refer 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 Committee Chair, or with prior arrangement 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, the Graduate Student Services advisor, and retain a personal copy.

Oral Exam: The oral examination should be completed *one week after* the written examination. The oral examination usually lasts two to three hours, including breaks as necessary. All committee members should be physically present for the entirety of the oral examination. Contact the Graduate Student Services Advisor well in advance of the exam date if a committee member’s **only option to be present** is via video conferencing. Email tolmanrooms@berkeley.edu to reserve a room in Tolman Hall.

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. Note: the Graduate Student Services Advisor sends the form to the committee chair. Students are not responsible for providing it.

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.

For additional information: grad.berkeley.edu/policy/degrees-policy/#f27-qualifying-examination-results

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** should be submitted to Graduate Division no later than the end of 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; 3) have a minimum 3.0 grade point average in all upper division and graduate work taken in graduate standing; and 4) have made satisfactory progress completing all course requirements.

The application requires the names of the proposed Dissertation Committee members. One member of the dissertation committee must be from outside the department, defined as an Academic Senate Representative 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.

The Application for Candidacy for the Doctoral Degree is a Higher Degree Committees e-form. Go to CalCentral > My Dashboard > Student Resources > Submit a Form

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 in Higher Degree Committee** e-form.

The Request for Change in Higher Degree Committee Form is a Higher Degree Committees e-form. Go to CalCentral > My Dashboard > Student Resources > Submit a 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. (Note: Clinical Science and Social-Personality students should refer to their area-specific documentation regarding the dissertation proposal and the dissertation.)

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. The outcome of the meeting is to be recorded on the department's **Report on the Dissertation Proposal Meeting** form, and immediately submitted to the Graduate Student Services Advisor. 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.

The Report on the Dissertation Proposal Meeting form is in bCourses > Psychology Graduate Students > Files > Advancing to Candidacy Information

Annual Review of Doctoral Candidates. The Graduate Council of the Academic Senate requires an annual Doctoral Candidacy Review for all doctoral students after they advance to candidacy until they complete their program. The report is designed to assist doctoral students and their dissertation chair to stay on track with advising and other supportive activities to help facilitate the completion of doctoral work in a timely manner. Each student who has advanced to doctoral candidacy must meet with at least two members of their dissertation committee, and in conjunction with their Committee chair complete the Doctoral Candidacy Review online through [GLOW](#), the graduate student information system. (Note: this procedure may be integrated into the Student Information System during the 2017-18 academic year.)

Dissertation. Students should refer to the *Instructions for Formatting & Filing Your Dissertation*: grad.berkeley.edu/academic-progress/dissertation/

Doctoral degrees are conferred three times a year, in December, May, and August. (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 are available in the Student Calendar: <http://registrar.berkeley.edu/calendar>

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.

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 Higher Degree Committee** e-form.

The Request for Change in Higher Degree Committee Form is a Higher Degree Committees e-form. Go to CalCentral > My Dashboard > Student Resources > Submit a Form

► 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. While on Filing Fee, students may not hold appointments and do not have access to university facilities, services, or funding from lab, department or university sources. Students are encouraged to discuss this option with their advisors and the Graduate Student Services Advisor.

The Filing Fee Application is in CalCentral > My Dashboard > Student Resources > Special Enrollment Petition

►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 CalCentral. 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 **Graduate Petition to Change Class Schedule** and submit it to the Graduate Student Services Advisor at least three weeks prior to the end of instruction. 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.

The Petition to Change Class Schedule, go to: registrar.berkeley.edu/forms > [Petition to Change Class Schedule](#)

Fees. The most up-to-date fees are listed at: 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. *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 department's **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 submit the completed 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.

Petition to Remove an Incomplete

<http://registrar.berkeley.edu/forms>

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 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. 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 openings for the Fall semester are announced around March 15th, and for the Spring semester around October 15th. The application deadline is usually two weeks later. Fall appointment offers are generally made in April, and the Spring semester offers in November. The hiring process is initiated with the department's HR partner in Campus Shared Services

immediately after students accept their offers. The standard hiring deadline is the day before the start of the semester.

A student without any post-baccalaureate teaching experience begins at pay level 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 step advancement. Contact the Graduate Student Services Advisor for instructions.

Circumstances that require requests for exception to be approved by a Dean of the Graduate Division include the following: 1) holding concurrent appointments totaling more than 75% in any semester; 2) serving as a GSI for a 200- or 300-level course; 3) serving as a GSI for more than ten 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.

Important note about GSR appointments: UC Berkeley has set aside funds to provide work-study for graduate students. These funds can be used to offset costs associated with employing graduate students as Graduate Student Researchers or department employees for certain fellowships. To take advantage of these funds, all Psychology graduate students who are US citizens and permanent residents must complete the Free Application for Federal Student Aid (FAFSA), found at fafsa.ed.gov. It takes approximately 30 minutes to complete the first time and in future academic years should take approximately 10 minutes. Be sure to check "yes" on interest in being work study eligible and inform your advisor that you are eligible for work-study funds.

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 number of 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

The Departmental Semester Fellowship (DSF) provides a stipend of \$11,000 and pays in-state registration fees for one semester. All graduate students are guaranteed to receive a one-semester DSF, typically awarded between their 3rd and 5th years. Applications will be solicited each Spring semester and will be considered for the following academic year. To be eligible, students must have:

1. passed their Qualifying Examination by the end of the Fall semester of the academic year during which the DSF will be used.
2. completed their two-semester GSI requirement before the DSF will be used.
3. never received a multi-year fellowship or grant from an external or University source.

Once awarded a DSF, the student can choose to use it during the fall or spring semester of the following year. If the student does not use it during the following academic year, they will have forfeited their award.

While the department guarantees the one-semester DSF for all students who meet the above criteria, the exact timing of the award will depend on seniority and budgetary considerations.

Summer Research Fellowship

Students who have not reached the minimum level of stipend funding during the Fall and Spring semesters (\$25,000 for academic year 2017-18) will be “topped up” to that amount with a Department Summer Fellowship. The Graduate Student Services Advisor calculates the level of funding based on GSR and GSI appointments (including the department’s GSI supplemental stipends) for the fall and spring semesters of the year, and total projected income for those with fellowships and grants (including stipends committed for summer). Income from Reader appointments and/or small administrative assistant appointments is not included in Fall and Spring stipend totals calculations.

Students who are past their 6th year are not eligible, nor are students who are on filing fee or withdrawn. Students who are registered for only one semester, students who have reduced appointments, and students supported by training grants with policies prohibiting supplemental funding are exceptions to this policy and may not be eligible to receive summer funding or may receive a reduced amount.

Students are permitted to GSI during the summer or receive additional GSR funding and still receive a summer fellowship as long as the stipend total remains within University rules. The Graduate Student Services Advisor contacts all students during Spring semester to review the amount of funding they can expect to receive.

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 determined on a yearly basis. GSIs who have other sources of funding (e.g., NSF Graduate Research Fellowship, special fellowships, etc.) are generally not eligible for the supplement, and students with concurrent GSR appointments will be given lower priority and receive the supplement as funds allow. 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 a student is considering accepting a GSI position outside of psychology, they must speak with the Graduate Student Services Advisor to determine their eligibility. Outside courses may not be eligible, especially if there are available Psych GSI openings to fill.

Non-Resident Supplemental Tuition

Each first-year **domestic student** who is out-of-state (i.e., is not yet a California resident), without a multi-year fellowship, has their non-resident tuition paid by the department for their 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 domestic students in their third or later semester are responsible for payment of their non-resident tuition.

Each first-year **international student** without a multi-year fellowship has their non-resident tuition paid by their sponsoring faculty mentor for the first and second semesters. The department pays it for the third and fourth semesters. International students must complete their Qualifying Examination and advance to Ph.D. candidacy prior to the beginning of their third year to be eligible for a Graduate Division waiver. After advancing to Ph.D. candidacy, international students receive Graduate Division NRST waivers in years 3, 4, and 5. International students are advised to discuss these matters with their faculty mentor and the Graduate Student Services Advisor during their first semester in the program.

Travel Fund. The Graduate Assembly of Students in Psychology (GASP) determines the criteria and administers the department's travel fund program. To receive travel funds, the student must:

- Apply for one of the limited travel fund awards per the departmental approved GASP criteria and schedule. Contact GASP for instructions: gasp@berkeley.edu.
- 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; 3) a Fellowship Recipient Profile (does not apply to Clinical Science students—*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.

► 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.

GASP also has a Diversity Task Force, 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.

The Task Force Chair attends meetings of the Department's Climate and Equity Committee, which is charged with addressing issues of diversity, equity, climate, and inclusion in the Department.

► 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 CalCentral My Finances 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 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 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 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.

Aetna Insurance. 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 Aetna to provide medical and mental health services through Aetna's extensive network of providers and hospitals.

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 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 [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 [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* [access-guide.berkeley.edu]. Finally, problems with accommodations should be reported to the campus Disability Resolution Officer [disabilitycompliance.berkeley.edu/disability-resolution or (510) 642-2795].

► CAMPUS STUDENT SUPPORT SERVICES

Office of the Dean of Students. sa.berkeley.edu/dean
Student advocacy, support, and resource referrals. Start here when you're not sure where to go.

Berkeley Cares. sa.berkeley.edu/dean/berkeleycares
A network of campus departments and resources dedicated to student success and well-being. They provide support and guidance to students who are experiencing difficulties in their personal lives or within the academic setting.

Student Ombuds Office. sa.berkeley.edu/ombuds
Confidential sound board to help identify possible next steps regarding campus-related conflicts or concerns. Coaching, referral and mediation services also available.

Graduate Diversity Program. diversity.berkeley.edu/graduate/gdp
A resource for educationally and financially disadvantaged students and underrepresented students throughout their academic careers at Berkeley.

Gender Equity Resource Center. geneq.berkeley.edu/
Resources regarding sexual assault, relationship violence, hate crimes, and bias-related incidents for women and the LGBT community.

The Center for Student Conduct. sa.berkeley.edu/conduct
Contact the Center to report alleged violations of the Student Code of Conduct.

The Tang Center. uhs.berkeley.edu/students/counseling/index.shtml
Counseling and psychological services.

►SELF-HELP RESOURCES

Anonymous Screenings for Mental Health.
mentalhealthscreening.org/screening/uofcberkeley

Information on Depression.
uhs.berkeley.edu/lookforthesigns/

Dealing with Stress in Graduate School.
uhs.berkeley.edu/bewell/grad%20student%20stress.pdf

Finding Balance: Four Tips for Graduate Students.
uhs.berkeley.edu/students/counseling/Articles/balance.shtml

►ACADEMIC RESOURCES

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

Area Faculty Advisors and Head Graduate Advisor. Area Faculty Advisors and the Head Graduate Advisor are responsible for the academic advising of graduate students. The objectives of the Area Faculty Advisors and Head Graduate Advisor 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. 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	Tolman Room 3141
Director of Student Services	(510) 642-7097	Tolman Room 3313

bCourses (Psychology Graduate Students). This bCourses 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 bCourses (<https://bconnected.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. (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: events.berkeley.edu/index.php/calendar/sn/psych.html.

Graduate Division Website. (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. (grad.berkeley.edu/policy/). 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 (bulletin.berkeley.edu).

► DEPARTMENT OF PSYCHOLOGY APPEALS PROCESS

Purpose and Scope

The purpose of this procedure is to afford graduate students in the Psychology Department an opportunity to resolve complaints about dismissal from graduate standing, placement of probationary status, denial of readmission, and other administrative or academic decisions that terminate or otherwise impede progress toward academic or professional degree goals.

The scope of this procedure is limited to the matters listed above, and excludes complaint regarding denial of admission, student records, grades in courses of instruction, student employment, student discipline, and auxiliary student services (such as housing, child care, etc.). This procedure may not be used for complains regarding actions based solely on faculty evaluation of the academic quality of a student’s performance, or decanal evaluation of a student’s appropriate academic progress, unless the complaint alleges that the actions may have been influenced by non-academic criteria.

A. INFORMAL RESOLUTION PROCEDURES

A student may pursue informal resolution of a complaint by scheduling a meeting with the Area Graduate Advisor to discuss the complaint and explore possible avenues of resolution. If informal resolution is pursued, it must be initiated, and should be completed, within 30 days. At any point in this process, if a satisfactory solution cannot be reached, the student may initiate formal resolution by putting the complaint in writing.

B. FORMAL RESOLUTION PROCEDURES

Upon receipt of a *written* complaint, the Head Graduate Advisor will investigate the complaint. (The Department Chair will appoint a substitute if the Head Graduate Advisor is from the student's Area.) If the complaint is about action taken by the Head Graduate Advisor, the complainant may elect to take the complaint directly to the Department Chair. Generally, the investigation will include an interview with the complainant, a review of any relevant written materials, and an effort to obtain information from available witnesses (i.e., interview or written statement of documents). The Head Graduate Advisor or his substitute may choose to consult with the other Graduate Advisors. The Head Graduate Advisor will notify the student in writing of the outcome of the complaint.

If the issue is not resolved at the Head Graduate Advisor level, the complainant may take the issue directly to the Department Chair. A written complaint under this procedure (written complaint submitted to the Head Graduate Advisor *and/or* Department Chair) satisfies the requirement of a unit level resolution process pursuant to the Graduate Appeals Procedure.

A written complaint must include information regarding the action being complained of and the date it occurred, the grounds upon which the appeal is based, and the relief requested. The complaint must be based on one or more of the following grounds:

1. Procedural error or violation of official policy by academic or administrative personnel;
2. Judgments improperly based upon non-academic criteria, including, but not limited to, discrimination or harassment on the basis of sex, race, national origin, color, age, religion, sexual orientation, or disability.
3. Specific mitigating circumstances beyond the student's control not properly taken into account in a decision affecting the student's academic progress.

A written complaint must be received by the head Graduate Advisor within 30 days from the time the student knew or could reasonably be expected to have known of the action that is the subject of the complaint. The department will complete its investigation and notify the student of the outcome of the complaint within 60 days of the date it was received.

The time frame for filing a written complaint may be extended by the department if the student has been involved in continuing efforts toward informal resolution, and the informal resolution process was initiated within 30 days of the time the student knew or could reasonably be expected to have known of the action that is the subject of the complaint. All time frames referred to in this procedure refer to calendar days. Summer and inter-semester recesses are not included within these time frames.

C. APPEAL TO THE GRADUATE DIVISION

If the student is not satisfied with the outcome of the complaint under the department's procedure, he or she may bring the complaint to the Formal Appeal Procedure of the Graduate

Appeals Procedure. The formal appeal must be received in the Office of the Dean of Graduate Division, 424 Sproul Hall, within 15 days for the date of the written notification of the result of the unit level procedure. Copies of the Graduate Appeal Procedure (updated May 11, 2012) may be obtained from the Department's Student Services Office or the Office of the Dean of the Graduate Division, or at the following link: grad.berkeley.edu/policy/coursework-grading-probation-and-dismissal-policy/#e19-graduate-student-appeal-procedure

D. COMPLAINTS INVOLVING DISCRIMINATION

If the complaint involves allegations of discrimination or harassment on the basis of sex, race, national origin, color, age, religion, sexual orientation, or disability, the department will consult appropriate campus compliance officers prior to commencing informal or formal resolution. The names, phone numbers, and campus addresses of these individuals are listed in the various campus publications and may be obtained from the Office of the Dean of Graduate Division (510-642-5472) or the Academic Compliance Office at (510) 642-2795.

E. OTHER COMPLAINT PROCEDURES

Graduate students may contact the office of the Ombudsman for Students, the Title IX Compliance Officer, or the 504/ADA Compliance Office for assistance with complaint resolution. There are also other complaint resolution procedures listed in the Graduate Appeals Procedure for use regarding complaints that do not fall under this procedure.

End of Document