

GRADUATE STUDENT HANDBOOK

DEPARTMENT OF PSYCHOLOGY

2023-2024



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, Berkeley Way West office 3312, psychgradadvisor@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 be applicable to the human condition universally)
- Develop competence as a teacher of undergraduates and mentor to graduate students.

❖ Degree Requirements

Degree Requirements: 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 Teaching Assistant (TA) (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 requirements. 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-paced programming course.

All students should discuss their plans with their faculty advisor when considering substitution course to satisfy a specific requirement. We maintain a list of [pre-approved course substitutions for the Statistics requirement here](#). If you choose to take a class from this list to satisfy a requirement, you must notify the Graduate Student Affairs Officer (GSAO) at the time of course completion. If the GSAO is not notified, the course cannot be updated in the system to reflect counting towards the degree requirement. If you and your advisor would like to substitute a course that is NOT on this list, please submit the department's Department & Area Requirement Exception Request Form to the Graduate Student Services Advisor for consideration.

The form is in [bCourses > Psychology Graduate Students > Files > Enrollment & Registration > Dept. & Area Requirement Exception Request - fillable.pdf](#)

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. A unique Course Number (CN) for each research lab is required for correct Psychology 299 registration. CNs are posted each semester in Psychology Graduate Student Resources/Registration & Enrollment.

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 (BSN): (See Note)
- Cognition (Cog): Psych 229A
- Cognitive Neuroscience (CN): Psych 229B
- 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 Cog, Cognitive Neuroscience, or Developmental Areas. 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.

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, etc...) 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 bolded entries are requirements for the optional M.A. degree. Clinical Science students should also refer to their area-specific documentation.

All students should discuss their plans with their advisor when considering a course not listed as a specific seminar or proseminar requirement. We maintain a [list of pre-approved seminar and proseminar substitutions here](#). If you choose to take a class from this list to satisfy a requirement, you must notify the Graduate Student Affairs Officer (GSAO) at the time of course completion. If the GSAO is not notified, the course cannot be updated in the system to reflect counting towards the degree requirement. If you and your advisor would like to substitute a course that is NOT on this list, please submit the department's Department & Area Requirement Exception Request Form to the Graduate Student Services Advisor for consideration.

The form is in [bCourses > Psychology Graduate Students > Files > Enrollment & Registration > Dept. & Area Requirement Exception Request - fillable.pdf](#)

DEPARTMENTAL REQUIREMENTS

EXPECTED COMPLETION

Research (299)

Register each semester.

Weekly Colloquia (either 229A-B, 239, 249, or 259 & 269)

Register each semester.

Psych 292 (Intro to the Profession of Psychology)

Fall, Year 1

Psych 375 (Teaching Psychology)

Fall, Year 1 or 2 (preferably 1)

Psych 205 (Data Analysis) or approved equivalent

Year 1 or 2 (preferably 1)

Second semester statistics

Year 1 or 2 (preferably 1)

Psych 293 (Professional Development Seminar)

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 Exam

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 (BSN)*

EXPECTED COMPLETION

Psych 210B (Required)

Student's Choice

Psych 210A, 230A, 240A&B (Proseminars) – 2 semesters

Student's Choice

Psych 290 series Topical Seminars – 4 semesters

Student's Choice

COGNITION (Cog)

EXPECTED COMPLETION



Prosems (e.g. 210A,210B, or preapproved prosem sub)

By date of Qualifying Exam

Topical Seminars - 3 semesters

1 by QE date, and all by graduation

Oral Presentations

-2nd yr poster (as part of 293)
-3rd yr talk in colloquium or split with another student
-Exit talk

COGNITIVE NEUROSCIENCE (CN)

EXPECTED COMPLETION

Psych 210A&B (Required) + 1 Pre-approved Prosem Sub - 3 semesters

Student's Choice

Topical Seminars - 4 semesters

Student's Choice

Oral Presentations

20 - 25 minutes, years 3 - 5. Exit talk.

DEVELOPMENTAL (Dev)

EXPECTED COMPLETION

Psych 240A-B (Proseminars)

Year 1 or 2 (or when offered)

Psych 290 series Topical Seminars – 3 semesters

Student's Choice

Oral Presentations

30 or 50 minute talk yearly; exit talk

SOCIAL-PERSONALITY (S-P)

EXPECTED COMPLETION

Psych 260A&B (Proseminars)

Fall and Spring, Year 1 or 2

Topical Seminars – 3 semesters

Student's Choice

Psych 250D (Methods of Personality Measurement)

Year 1 or 2 (or when offered)

Oral Presentations

15-20 minute Brown Bag talk
(yearly)

CLINICAL SCIENCE (CS)

EXPECTED COMPLETION

Psych 230A, 230B, 230C (Proseminar series)

Year 1 & 2

Psych 237H (Introduction to Clinical Methods)

Fall, Year 1

Psych 236, 237E & 237G (Specialty Clinics - to be taken concurrently)

Fall & Spring, Years 2 & 3

Psych 233a or 233b (Adult or Child Assessment)

Between Years 1 & 3

Electives (worked out with your training committee)

Years 1 - 4

Exceptions to Department and Area Requirements. On occasion exceptions are made to the above course or project requirements. We maintain two lists of approved substitutions; one for the statistics requirements and one for seminar and proseminar requirements. These are linked in the relevant sections above. In seeking exceptions outside these previously considered and approved, a student and their faculty advisor may 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 Department and Area Exception Request Form is in [bCourses > Psychology Graduate Students > Files > Enrollment & Registration > Dept. & Area Requirement Exception Request - fillable.pdf](#)

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.

❖ Training as a Teaching Assistant

Two-semester teaching requirement. Each student is required to hold 50% Teaching Assistant (formerly called Graduate Student Instructor/GSI) for two semesters. One Summer Session or one online course may count toward this two-semester requirement.

Applying for Teaching Assistant (TA) positions. Students should attend to notices sent periodically via email by the Graduate Student Services Advisor regarding TA application procedures and deadlines. It is each student's responsibility to submit timely applications and to meet the TA requirement. Students may be assigned to Psychology 101 Research and Data

Analysis regardless of the course preferences they list on their application. For any given term, Psych grads may apply to as many positions as they would like, however a minimum of at least three positions must be selected when submitting an application.

TA selection procedure. Funding guarantees are based on receipt of timely TA 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.

TA contract. If a student secures alternative funding prior to committing to a TAship, they must notify the Graduate Student Services Advisor immediately. Once a student accepts the Academic Student Employee offer, it is expected that they will fulfill this contractual obligation.

❖ **Optional Master's of Arts Degree**

The Psychology Department does not offer a terminal master's degree program. However, doctoral students in the Department of Psychology 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 (formerly 300), 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 (two of these members must be Academic Senate Representatives from within the Department of Psychology). Each member of the committee must approve the thesis before the student may submit the thesis to the Graduate Division.

The Graduate Division provides detailed information on writing and submitting the thesis in its [Thesis Filing Guidelines for Master's Students](#). 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 Graduate Division's [Filing and Form Submission Deadlines](#).

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

Please note: The university charges a \$90 advancement fee; students are encouraged to seek faculty mentor support if help is needed to pay this.

❖ 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.

❖ Student Committee Participation

Contributing to your community (“service”) is an important part of academic life. There are many service opportunities in the Psychology Department that involve working together with faculty, graduate students, and other members of our department on key issues. This is a way to have a voice, to learn about effective self-governance, and is a beneficial addition to your CV. The most common committees with a role for graduate students are the following:

Graduate Assembly of Students in Psychology (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.

<https://psychology.berkeley.edu/students/graduate-program/student-organi...>

Faculty Graduate Student Committee (FGSC): Facilitates ongoing communication between the department leadership/faculty and graduate students to identify and work on specific graduate-student issues and concerns. The committee is made up of two representatives per cohort, along with department leadership and Student Services graduate staff. Involves attending meetings at least twice a semester, being a liaison between one’s cohort and the committee, and working on issues between meetings. Given the centrality and focus of this committee for graduate student matters and well-being, we expect that every graduate student will serve on this committee once during their graduate career (space, schedules, and timing permitted). **When interested in serving on this committee, please let the GASP leaders know.**

Diversity, Equity, and Inclusion Committee (DEI): Works to improve department policies and practices for promoting diversity, equity and inclusion across undergraduate, graduate, staff and faculty experiences through a broad range of initiatives. **If interested, please contact the chair/co-chairs of the DEI committee, who are listed at this webpage:**

<https://psychology.berkeley.edu/diversity/ucb-psychology-diversity-visio...>

Community Building & Cohesion Committee: Aims to foster community engagement within the department by promoting opportunities for social events and idea exchange, and by

addressing issues that interfere with community cohesion. Members include faculty, staff, emeriti, and graduate students. **If interested, please contact the chair of the CB&C committee:** <https://psychology.berkeley.edu/resources/climate-and-equity>

Area Admissions Committee: Work with faculty in your area to identify and select the most promising graduate applicants. Procedures and work flow vary by program; for example, in some programs, all students serve during their third year in the program. **If interested, please contact the Area Head for your program.**

Faculty Search Committees: Be a full-voting member of a faculty search committee. Involves serving as the liaison between graduate students and the search committee and faculty as a whole, facilitating a meeting between job candidates and interested graduate students, surveying graduate students about the job candidates, and presenting the results of the survey to the faculty. **Search committee chairs will seek out a graduate student member for every search.**

Newsletter Committee: Work with faculty members and other graduate students on The Insight departmental newsletter, which has two issues per year. Examples of tasks involved are writing pieces for the newsletter, formatting the layout of the newsletter, interviewing people for newsletter pieces, etc. **If interested in working on the newsletter, please reach out to the faculty lead/s on this committee.**

ULAB Mentorship: Serve as a graduate student mentor for the ULAB program. ULAB does require a two semester commitment. **For more information about ULAB, please visit the website:** <https://ulab.berkeley.edu/labs/cogsci>

❖ 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 the 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, or if it is taken during the winter or summer intersessions, be registered in either the preceding or the following semester.
- 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.
- If a remote or hybrid QE is to be conducted, the student should follow the correct format according to [the Graduate Division policy](#).
- [A Qualifying Exam Timeline and Guideline](#) 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 > Degree Milestones > 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.** See step 3 below, for special instruction regarding remote or hybrid exam format.
3. ***For Remote or Hybrid exams only:*** The student must provide a statement in the comment box located on their QE app eForm using this template: "I and my committee agree to a [hybrid, in-person, or remote] QE exam." The student should also be sure to read and be aware of [Graduate Division policy on remote and hybrid exam format](#) in advance of taking the exam.

For the Graduate Division's application, enter the date of the ORAL section of the exam.

QE Committee Membership. The QE committee normally consists of four faculty members. The criteria for selecting members are as follows:

- A minimum of four members is required for the QE committee.
- In addition to [The Graduate Division's](#) minimum requirements, the Department of Psychology requires that at least *two* members 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 exceptional approval from the Graduate Division.)
- The Qualifying Examination Chair cannot serve as the Dissertation Chair for the same student.
- The Chair must be a member of the student's degree-granting program

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 Berkeley Way West or in another location (currently remote, due to COVID), 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 emailed 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. Visit the department's [room reservations](#) resource to reserve a room in Berkeley Way West building.

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 the Graduate Division before making arrangements with the student and other committee members for a reexamination or for the substitution or addition of requirements.

Additional information is on Graduate Division's website: [Qualifying Exam 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 the [Advancement to Candidacy](#) section for details.

❖ Advancement to Candidacy

The Application for Candidacy for the Doctoral Degree and *corresponding fees should be submitted to the Graduate Division following successful completion of the Qualifying Examination. This should be completed by the end of the third year. *The university charges a [\\$90 advancement fee](#); students are encouraged to seek faculty mentor support if help is needed to pay this.

NOTE: International students who plan to have Grad Div cover their NRST in Years 3-5 must file the application by the end of the second year.

Students should hold their dissertation proposal meeting within one year after Advancing to Candidacy.

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

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 course requirements.

The application requires the names of the proposed Dissertation Committee members. At least two members of the dissertation committee must be from within the Department of Psychology, and defined as holding [Academic Senate Status](#). The committee Chair of the Dissertation Committee may not be the Chair of the Qualifying Exam. You can read more about the [configuration requirements for higher degree committees](#) in the guide to graduate policy on the graduate division website.

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 within the year following the QE. If it is difficult to convene a meeting with all members at the same time, it is acceptable for a committee member to participate in the meeting remotely (via phone or video conference) or to be absent. However, if absent, the student should arrange a separate meeting with this committee member, preferably in advance of the group meeting.

Regarding constitution of the committee, explaining the role of each member, see:

<https://grad.berkeley.edu/policy/#f45-faculty-committees-for-higher-degrees>

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 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 by email. 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 > Degree Milestones > Advancing to Candidacy

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 (DCR) through CalCentral. The DCR is initiated by the student in CalCentral. The committee chair (in the case of co-chairs, the chair inside the department) completes the DCR based on consultation

with at least one other member of the dissertation committee and discussion with the student. You can read more about this policy in the [Graduate Division Degrees handbook](#). For a [video tutorial of how to access and submit the DCR](#), please go to bCourses > Psychology Graduate Students > Files > Grad Student Resource Guides > Doctoral Candidacy Report - Tutorial

Dissertation. Students should refer to the Graduate Division's [Dissertation Filing Guidelines](#).

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 on the Graduate Division's website: [Filing and Form Submission Deadlines](#).

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 Psychology PhD graduate students (excepting those in the Clinical Science area), the normative time between entry into the program and doctoral degree completion is 5 years (10 semesters).
- For Psychology PhD graduate students in the Clinical Science area, the normative time between entry into the program and doctoral degree completion is 6 years (12 semesters).
- Graduate Division allows a two year (4 semester) grace period beyond the normative time in program (5 years for Psychology PhD) before a lapse in candidacy will occur.

- The Graduate Division controls the normative time policy. You can read more about [Normative Time](#) in the Guide to Graduate Policy.

Lapsing of Candidacy. Four semesters after the end of Normative Time in Program for the particular program, candidacy ends, or “lapses”. Candidacy End Term can be found in the Degree Progress Section of your Cal Central Dashboard.

Extension of Candidacy. If candidacy is about to lapse, a student may request an extension. 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 initiate the appropriate Grad Exception form through CalCentral and attach a letter requesting an extension of candidacy from the Graduate Division.

Reinstatement of Candidacy. Once Normative Time in Candidacy ends, filing of the dissertation will require reinstatement of candidacy. The student must submit a dissertation draft to the dissertation committee in a form complete enough that the committee determines that its approval and submission to the Graduate Division will take place by the next filing date. Because the Graduate Council has established that the Qualifying Examination and submission of the dissertation are not separate “hurdles”, but together form an integrated educational experience for doctoral candidates, the program must determine that knowledge tested by the Qualifying Examination is still current.

The Graduate Division usually will not accept a Qualifying Examination more than five years old as representing current knowledge unless the student gives other evidence of continuing scholarly activity besides research for the dissertation.

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 Status, students cannot 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 submit a Petition to Change Class Schedule eForm in CalCentral **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, petitions require significant exceptional approval and are highly discouraged. A petition after instruction has ended requires a letter of explanation, endorsement of the Head Graduate Adviser, and approval of the Graduate Division.

Fees. The most up-to-date fees are listed on the Office of the Registrar website: [Registration fees](#).

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.

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 TA 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 375
Psychology 301
Psychology 602

❖ Academic Appointments

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

Teaching Assistant (TA). TA openings for the Fall semester are announced in April, and for the Spring semester in October. The application deadline is usually two weeks later. Fall appointment offers are generally made in May, and the Spring semester offers in November. The hiring process is initiated with the department's HR partner in UC Path immediately after students accept their offers. The standard hiring deadline is on or before the start of your appointment. For Fall appointments this will be on or before August 1st, and for Spring appointments, on or before January 1st.

Unless by exception, priority for TA positions go to 1st-5th year Psychology grads and those without fellowships or existing appointments.

A student without any post-baccalaureate teaching experience begins at pay level Step I. After two semesters of TA experience at UC Berkeley, the student is eligible for advancement to Step II. After two semesters of TA experience at Step II, the student is eligible for advancement to Step III. Note: A TA appointment for any Summer Session is not included in determination of the step.

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 TA for a 200- or 300-level course; 3) serving as a TA for more than ten semesters. (Office of the President policy prohibits a graduate student from being TA for more than 14 semesters).

In order to promote equity among TA placement, psychology graduate students applying for a TA position must apply to a minimum of four positions (five, if applying to the PSYCH 1 ONLINE position). Please note: the PSYCH 1 ONLINE position is reserved first for TAs with infants, or who are expecting.

All first time TAs should refer to [the GSI Teaching and Resource Center](#) in order to complete Berkeley campus' [first time teaching requirements](#) before the start of their appointment (though no later than the end of the semester during which they hold the TA assignment). Psychology 375 should be taken to satisfy the pedagogy requirement; This course is only offered in the fall semester. However if a student is unable to take the psychology pedagogy course, they may choose an alternative department's pedagogy from this [pre-approved list](#) to satisfy the requirement.

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 an appointment of 25%-time or greater are generally eligible for full fee remission.

Refer to Graduate Division's website for additional TA, GSR and Reader information: [Graduate Student Academic Appointments](#)

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 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 \$14,500 (2023-24) and pays in-state registration fees for one semester. All eligible 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:

- passed their Qualifying Examination by the end of the Fall semester of the academic year during which the DSF will be used (does not apply to Clinical Science area).
- completed their two-semester TA requirement before the DSF will be used (does not apply to Clinical Science area).
- 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 awarded academic year, they will forfeit the award.

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

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 supplemental tuition (NRST) 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 NRST.

Each first-year international student without a multi-year fellowship has their non-resident tuition (NRST) 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.

External Fellowships

In addition to department specific funds, we also have a number of named external fellowship and grant opportunities that grads are encouraged to consider. *This list is in [bcourses>Psychology Graduate Students>Files>Funding >Fellowships>External Fellowships Recommend by Psych Grads \[Running List\]](#)*

Psychology Department

Travel Awards for Graduate Students

The department provides travel grants to support graduate students who would like to present at professional conferences.

Departmental travel awards are designed to supplement the Graduate Division travel grants. Each graduate student is allowed two Graduate Division awards per graduate career, with amounts based on the location of the travel. Both Graduate Division awards must be applied for before seeking departmental travel awards, unless Graduate Division awards become generally unavailable for a given time period.

We recommend that trainees apply for the maximum Graduate Division travel grant allowed. If a full Graduate Division award is provided for a given conference, trainees are not permitted to seek Departmental travel grants for that same conference. Departmental travel grants, though, can be used to cover remaining conference costs that are not reimbursed by a partial Graduate Division travel grant.

Any planned travel must comply with CDC and University health recommendations regarding travel; please check the latest requirements carefully and frequently, as the University will not reimburse travel expenses that are not in compliance and the rules have changed frequently in 2020-2021.

Pending budget availability, departmental awards for domestic travel are available up to \$500, or up to \$800 for international travel per conference to cover unreimbursed expenses. Although you may request reimbursement for expenses of attending a remote conference, we generally recommend applying your award to in-person conferences.

Across the graduate career, trainees can receive up to two departmental travel awards, and no more than \$1300. International travel grants can be received no more than one time during the graduate career, and count toward the two allowed travel grants. Under rare exceptions, budget

permitting, we may be able to honor modest requests above this amount, with academic or financial justification.

Other forms of support (e.g., faculty advisor supplement for travel, conference travel award, Academic Opportunity Fund award) are encouraged as well. Many conferences provide free or reduced registration for graduate students who volunteer to help with conference duties; seeking these options through the conference organizer as early as possible is recommended. Many associations also provide mechanisms to apply for conference travel awards.

In the event that funds are limited, we will prioritize (in order of importance): first-authored presentations, oral presentations, those who have not yet received travel funding from the department at all, and those who have not yet received travel funding in the past year.

Trainees can apply for the departmental travel award before they know whether their presentation/poster has been accepted; if the work is not accepted, let the graduate advisor know to save the award for a different conference. Trainees must keep the graduate advisor updated about whether presentations are accepted (or not), changes in plans, or any errors in the application.

The departmental travel grants will be administered by the head graduate advisor in consultation with the departmental chair.

Decision Criteria

To qualify for a departmental travel award, trainees must meet each of these criteria:

1. Will be presenting (or co-authoring) a poster or a talk at the conference
2. Currently registered, on filing fee status, or a clinical student on internship
3. The conference will happen at least two months before trainee graduates
4. Has already received two Graduate Division travel grants (or is applying during a time when such awards are not available)
5. Has not received a full Graduate Division travel grant for the given conference
6. Has not received 2 previous departmental travel awards
7. Has unreimbursed conference expenses
8. Travel plans are fully compliant with the University and the CDC travel safety recommendations, such as these (please search as websites may change over time):
<https://coronavirus.berkeley.edu/travel/> and
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid1...>

How to Apply

After you verify that you meet the above criteria, submit your application online here:

[Psych Grad Travel Award application](#)

Timing of Applications and Decisions

If your travel occurs between:	Application deadline is:	Decisions
October 1 – January 30	September 1	September 15
February 1 – May 30	January 1	January 15
June 1 – September 30	May 1	May 15

Procedures for Reimbursement

(Submission Deadline – 10 Days after Travel)

Keep track of your credit card and original receipts. Receipts must show proof of payment and detail on the expense. It also must be clear that you personally paid for the expense.

Only expenses not reimbursed from other sources can be submitted.

Examples of allowable expenses include: Travel (flights, public transportation, mileage, parking, uber/cab, etc), lodging, food, conference registration, poster printing. Only actual receipts can be reimbursed; per diem requests will not be honored.

Travel awards can only be applied to the conference initially approved.

Reimbursements can only be filed after travel is complete, and must be filed within 10 days. No advance payment is available.

Complete a Berkeley Regional Services (BRS) Travel Reimbursement Request Form. Access forms at: <https://gse.berkeley.edu/resources-forms/business-services-office/purcha...>

YOUR FORM MUST INCLUDE ALL OF THE FOLLOWING:

- Student Name
- ID Number
- Correct Chartstring (see below)

Traveler Signature

Copy of the Travel Award Email Notification

Receipts for All items requesting reimbursement for

The conference pamphlet (showing your presentation or poster or the email detailing your acceptance)

If the Graduate Division provided a partial travel award for the conference, provide the notification of approved funds from the Graduate Division.

Please use the correct Chartstring (Chart of Account)

The following chartstrings are for TRAVEL AWARDS ONLY

NON Clinical Science Students

- Account: 57430
- Fund: 45520
- Department ID: 13295
- Program: 78
- CF1 (Chartfield1): **SYGASP**
- CF2 (Chartfield2): **SYTRV**

Processed by the Department

Clinical Science Students ONLY

- Account: Leave blank
- Fund: 51011
- Department ID: 13295
- Program: 40
- CF1 (Chartfield1): **SYGASP**
- CF2 (Chartfield2): **SYTRV**

Processed by the Department

Please submit your completed travel reimbursement form and all supporting documents as ONE PDF file to Tanya Robles (trobles@berkeley.edu) to be processed. If you are a nonclinical student, you must cc: Psychgradadvisor@berkeley.edu on that email.

Department Use:

Non Clinical Students: processed in SIS (Student Information Systems). Clinical students: processed in T&E

❖ **[Emergency Funds](#)**

❖ **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 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 Task Force Chair attends meetings of the Department's Climate and Equity Committee, which is charged with advising the 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 1 and ends December 31 each year. Spring semester coverage begins January 1 and ends July 31 each year. Registered UCB students enrolled in SHIP for the Fall and Spring semesters have year-round health insurance coverage.

Anthem 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 Anthem to provide medical and mental health services through Anthem'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 [acads.chance.berkeley.edu/CAG/]. Finally, problems with accommodations should be reported to the campus Disability Resolution Officer [acads.chance.berkeley.edu/ada.shtml or (510) 642-2795].

❖ 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. In addition, the Head Graduate Advisor serves as a sounding board and problem-solver in addressing concerns about mentorship, career-related barriers, and other departmental or university issues you would like help resolving. Information shared is kept confidential (with the exception of reporting requirements around topics like sexual harassment or abuse).

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 psychgradadvisor@berkeley.edu.

Graduate Student Services Advisor	(510) 642-1382	Berkeley Way West, 2nd Floor
Director of Student Services	(510) 642-7097	Berkeley Way West, 2nd Floor

bCourses (Psychology Graduate Students). This bCourses site centralizes information pertinent to graduate students in the Department of Psychology.

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). The Graduate Division's website has information about the different offices of the 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/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 (bulletin.berkeley.edu/).

Department of Psychology Graduate 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 complaints 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 complaints 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.

A. 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 ability status.
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 winter-semester recesses are not included within these time frames.

A. 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

A. 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.

A. 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.