

THE UNIVERSITY OF
MEMPHIS[®]

DEPARTMENT OF PSYCHOLOGY
**GRADUATE STUDENT
HANDBOOK**

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The School Psychology Doctoral Program at the University of Memphis is accredited by the American Psychological Association, and by the School Psychology Educational Specialist program approved by the National Association of School Psychologists.

The Clinical Psychology Program at the University of Memphis is accredited by the American Psychological Association.

THE DEPARTMENT OF PSYCHOLOGY

The Department of Psychology is home to five graduate programs: Masters/Doctoral Programs in Clinical, Experimental, and School Psychology (MS/Ph.D); Masters in General Psychology (MSGP); and Masters/Specialist degree in School Psychology (MA/Ed.S.).

The purpose of this Psychology **Department Graduate Student Handbook** is to provide practical, nuts and bolts information that you need as a graduate student in our department. The handbook provides information about such things as how to register for courses and how to complete the right paperwork for each program milestone. This Handbook is also online and may be accessed at <http://www.memphis.edu/psychology/graduate/Links/>

Another important source of information is the University of Memphis **Graduate Catalog**. The graduate catalog is the university's book of rules and regulations, including the list of specific courses you need to take and other requirements you need to meet in order to graduate. Whatever rules are in force when you start the graduate program are the rules that apply to you, even if the rules change while you are here. The psychology department entry in the graduate catalog is at http://www.memphis.edu/gradcatalog/degree_planning/cas/psyc.php. It matters to us that you receive excellent training and it is important to us that your time in graduate school is productive. We hope this Handbook will be helpful during your time at the University of Memphis.

Robert Cohen, Ph.D.
Graduate Programs Coordinator

Frank Andrasik, Ph.D.
Department Chair

PLEASE NOTE: The University of Memphis recently revamped the entire University website. Website links pertaining to forms and catalogs are up to date. Other links are currently being updated.

GENERAL INFORMATION: ETHICAL BEHAVIOR AND RESPECT FOR DIVERSITY

Students enrolled in a Department of Psychology graduate program are expected to display ethical and appropriate professional behaviors. Academic integrity is taken very seriously. The University's policy of academic integrity can be found at : <http://www.memphis.edu/studentconduct/misconduct.htm>. More generally, student's conduct should be guided by the Ethical Principles of Psychologists and Code of Conduct of the American Psychological Association (<http://www.apa.org/ethics/code/index.aspx>).

Further, students are expected to respect diversity, defined as the fair representation of all groups of individuals, the inclusion of minority perspectives and voices, and the appreciation of different cultural and socioeconomic group practices. Our goal is to foster a community free from discrimination, harassment, exploitation, and intimidation. Formal grievance policies are in place and discussed later in this Handbook.

GENERAL INFORMATION: STRUCTURE OF THE DEPARTMENT

The Department of Psychology at the University of Memphis has a two-dimensional structure: Programs and Research Areas. Your Major Professor/Advisor is the key point of contact in this structure.

Programs

We award graduate degrees in four major programs: MS/Ph.D. degrees in **Clinical, Experimental, and School Psychology**; MA/Ed.S. degrees in School Psychology; and MS in **Masters of Science in General Psychology (MSGP)**. Each of the department's graduate programs has a Program Director.

Research Areas

We also define ourselves by the focus of our research interests: **Clinical Health, Behavioral Neuroscience, Child and Family Studies, Cognitive Psychology, and Psychotherapy Research**. Most of these areas hold regularly scheduled research meetings and are open to any member of the department. Each of the department's research areas has a Director.

Major Professor/Advisor

The closest academic relationship you will have as a graduate student is with your Major Professor. Doctoral students are assigned a Major Professor; MSGP students have the MSGP Director as their academic advisor and are encouraged to become associated with a faculty mentor to serve as Major Professor.

Your Major Professor is the Chairperson for your various milestones (described later). In addition, your Major Professor is your primary representative at student evaluation meetings. You certainly have the option of changing Major Professors as your interests evolve. It is important that you speak to the Graduate Coordinator if you are contemplating making a switch (more information on this later).

GENERAL INFORMATION: PEOPLE IN THE DEPARTMENT GRADUATE COORDINATOR AND GRADUATE SECRETARY

Dr. Cohen is the Graduate Programs Coordinator (also called "Graduate Coordinator"), and in this capacity manages policies among the graduate programs and signs off on most graduate student paperwork. The Graduate Programs Secretary, Cynthia Walker, oversees graduate admissions, maintains graduate student records, issues permits so you can enroll in classes, and handles paperwork when you meet various program milestones.

Several office staff with whom you are likely to interact can furnish you with keys, supplies, and equipment, and room reservations). Laura Simpson (Administrative Assistant) supervises all office staff and schedules meeting with Dr. Andrasik. Belinda Scott, and Dan Tally handle most money issues (such as contracts for assistantships). Ann Brock is the publications writer; Cynthia Walker also serves as the Clinical Program Secretary.

Graduate Student Coordinating Committee

The GSCC is comprised of psychology graduate students who are elected by students to represent students in department-wide issues. They do this by representing student opinion at most faculty meetings, overseeing the distribution of travel funds to graduate students in the Psychology Department, helping to organize orientation for new students, planning lunches with faculty job candidates, and bringing issues to the attention of the faculty in general.

GSCC meetings are scheduled on an ad hoc basis, typically monthly, in Room 377 in the Psychology Building. Announcements are sent out via email, and all psychology graduate students are welcome to attend.

Student elections for the GSCC representatives are held annually. Generally one student is elected from each class (first through fourth years) in the Clinical, Experimental, and School Ph.D. programs, and one representative is elected from the MA/Ed.S. School Psychology program and one from the MSGP program to ensure adequate and diverse representation. Representatives are permitted a maximum of three votes at most faculty meetings. Student votes are not taken for matters relating to individual faculty members or matters related to other students.

GENERAL INFORMATION: THINGS

Office and Lab Space

You will be spending a lot of time in the Psychology Building. Doctoral students are assigned an office, which in all likelihood is space that is shared with one or more other students. If you are working in a research lab, you might also have space to work there.

Keys

Keys to offices and labs are maintained by staff in the main office. Keys for labs require consent (a note, email, or call) from the faculty assigned the lab indicating the room(s) for which you need a key and the semester time frame for which you will be using it. Students

will be required to fill out a card when obtaining key(s). Students are responsible for the security of the keys and for returning the keys when they are no longer needed. If keys are not returned when requested, a hold will be placed on the student's record restricting registration, transcripts and receipt of diploma.

Security

Grad students are typically in the building at all hours. As always, you should be careful about security. There are red security phones ON THE FIRST, SECOND AND FOURTH FLOOR. Pick up the receiver and you will be automatically connected to campus police. You can call the campus police general number for non-emergencies such as being locked out of your office at night (678-3848). **The emergency number to police services is 678-4537 (678-HELP).**

Tiger Patrol is a personal escort program staffed by students to enhance the safety of persons on campus in the evening. There is no need to walk alone and we encourage you to use Tiger Patrol if you aren't walking in a group. Normal hours for the Fall and Spring semesters are 6:00 p.m. until 2:00 a.m. seven days a week. To request an escort you should call 678-4663 (678-HOME).

All students who are members of Tiger Patrol have had a criminal background check and are in good standing with the University. When they arrive by foot or golf cart, you should notice a multicolored lanyard holding an ID that says Tiger Patrol under the person's name.

After Tiger Patrol hours, campus police provides escorts until dawn, although response time may be dependent upon officer availability. (Note: Use of the escort program as a "taxi" for convenience rather than safety is discouraged, e.g. multiple people wanting a ride because it is raining. Use in this manner detracts from their ability to provide other services. Please do NOT call for an escort after dawn, as their normal duties restrict them from providing service after that time.)

Parking

General Parking (<http://bf.memphis.edu/parking/>) is paid for through the Maintenance Fee portion of semester tuition. Once the student has registered for classes, a semester validation sticker will be mailed to the address on file with the Student Records Department. New students are mailed a permit (hangtag) along with a semester validation sticker prior to Fee Payment. The permits (hangtags) run on a three-year cycle and need to be updated every semester. If, for any reason, you do not receive the semester validation sticker or permit through mail, you need to go to the Parking Office the first week of class to obtain one. The semester validation sticker should be placed on the right side of permit. This validates the permit (hangtag) to be used in General Parking Lots **only**. The parking office website shows a map of where these lots are on campus.

Priority Gate Access Parking is available each semester on a first come first serve basis. Availability of parking lots differs each semester. Check with the Parking Services Office for information on space availability. Faculty/staff may purchase priority permits year round on a monthly, semester, or yearly basis depending on employment status. Students may only

purchase into a Priority lot for a given semester during the permit sales window. Evening only access is also available for students to purchase. Evening access begins at 4:30p.m. **Priority Lots:** 6, 7, 18, 19, 37, 43, 45, 52, and 53 **Parking Garages:** Lots 3 and 40.

ID Cards

Identification Cards, or ID cards, are available in the Ask TOM Answer Center in the Wilder Tower Lobby between the hours of 8:00am-5:00pm Monday-Thursday or 8:00am-4:00pm Friday. Students should obtain an ID prior to the start of classes. In order to receive your ID card, you must have picture identification with you. You will use this card to check out materials at the library, gain access to the gym, and gain access to some computer labs on campus. Your card may also be used as a debit card. A \$10.00 minimum deposit is required (Bursar's Office, Wilder Tower). This allows to you to pay for meals at campus dining locations or to purchase books, supplies, and personal items at the University Store. You can also use your card in copier machines and for services at the Health Center and the Bursar's Office. The money will be deducted from your account. If you lose your card, first go to the Bursar's Office to pay a replacement cost of \$10.00 and then take your receipt to Wilder Tower Lobby.

Computer Labs

The computer labs in Psychology Room 102 (Mac Lab) and Room 103 (PC lab) are available for you to use. If a class is being conducted in one of the labs, you should wait until it is completed before entering. You can also use any TigerLan computer lab on campus. For locations and hours, see <http://trl.memphis.edu/computerlabs.php>. You should have your student ID available for entry.

Mail /Copy Room

You will have a key to the mail/copy room with approval (see key section above), which is Room 203. You will also have an assigned mailbox. Note that your box is the box **BELOW** your name. Faculty mailboxes are also in this room, and also **BELOW** their names. The copiers require an access code, which you can get from your major professor if the copying is work-related. You can also pay the front office a small fee (\$0.10 cents a page) for personal use of the copier.

Email

All currently enrolled students have a Universal User ID (UUID) created automatically. The UUID is a username shared among various services delivered to students, and is the basis of your university email account address, as follows: UUID@memphis.edu. Students **must** activate this account using a card swipe machine, which reads your ID card. Locations for card swipe machines are at <http://www.memphis.edu/campuscard/tigerfunds.php>. Your university email is the official email address used for university correspondence. If you are used to using another account, you need to have your university email forwarded to your other address. You can use the ID Management website located at <http://iam.memphis.edu> to adjust your account as needed.

Miscellaneous

The University of Memphis Information Technology Department provides various software free of charge and for purchase. Please see <http://www.memphis.edu/umtech/software/studentsoftware.php> for more information and details.

If you have a question concerning anything that has to do with the university, AskTOM is a great place to start. Anywhere you see the picture of the tiger on university web pages, you may click on it to go to the search site. This is not the same as a FAQ page because if you do a search and your answer is not there, they will get the answer for you and email it to you.

The website for AskTOM is -

http://asktom.custhelp.com/cgi-bin/asktom.cfg/php/enduser/std_alp.php.

A new AskTOM resource is an online real time live chat program for asking questions. Near the top of that screen (at the above website) is a tab labeled "Live Help." Click on it. Notice that Live Help is available Monday through Friday from 8:30am to 4:30pm.

The university also has a recreation center located south of the railroad tracks. Please see the website at <http://www.memphis.edu/cris/> for information on the variety of services it offers including free classes, the indoor/outdoor pools, gym, personal trainers and much more.

Athletics. If sports is your interest, the University of Memphis has great athletic teams. For game schedules, tickets, scores and much more, see the athletics page at: <http://gotigersgo.collegesports.com/>. Students generally receive free or discounted tickets to athletic events.

Student Discounts. As a student, you are given discounts at area events such as the Orpheum Theatre and Playhouse on the Square. There are also discounts for Malco movies, the Pink Palace Museum and IMAX Theater, Ballet Memphis, and many more. To check out information on where, when and how much you can save being a student, check out the website at - <http://saweb.memphis.edu/uc/infodesk.htm>.

Healthcare. ~~Limited medical services are available in the University Health Center upon presentation of a valid student identification card. Outpatient medical services, including general clinical evaluation, diagnosis, and treatment; laboratory and X ray; family planning; and a dispensary are available. Students are charged only for lab tests sent off-campus to a reference lab, for medicines (over the counter or prescribed by the center) purchased at the dispensary, and for family planning. Please see <http://saweb.memphis.edu/health/> for information on hours, location, other services and staff.~~ **NOTE: This section is under construction.**

FUNDING

Assistantships

Doctoral students in good standing are expected to work in a 20-hour assistantship in exchange for tuition waiver, fees, and a stipend. The stipend is typically \$14,000/year before you get your Psychology Masters' degree, and \$15,000/year after you get your masters degree. Some MSGP and MA/Ed.S. students may be funded.

If you have an assistantship you are considered a Graduate Assistant (GA). There are four types of Graduate Assistants: research assistant, teaching assistant, special assignment, and external placement. As a new student, your assistantship assignment is most likely as a research assistant (RA), someone who works in a faculty lab. You may be assigned as a teaching assistant (TA) with duties related to teaching (e.g., assisting a professor with a course or undergraduate course instructor). You may be given a special assignment (SA) which can have varying duties related to the department. A placement in a community agency is normally assigned to students who have been in the program for at least a year.

Graduate students on Department funding are responsible for 20 hours of work per week (September through August). Time off from duties for vacation, illness, travel, or holidays may be taken. Typically these include university holidays and 2 to 4 additional weeks. Time off should be scheduled and negotiated in advance with the supervising faculty member. Please note that in most positions you will be expected to work even during Fall/Spring break (the university remains open during these periods) unless you have arranged for time off with your supervisor.

Graduate students who are funded by faculty grants, or other outside graduate student funding positions such as clinical placements, have their own leave policies. Each student should ask the placement supervisor about leave policy.

Graduate assistantships are allocated by the Department Chair and Program Directors and specific assignments are made by the Graduate Coordinator. With some exceptions, only full-time students are considered for assistantships or other university support. Continuation on an assistantship is dependent upon academic and assistantship performance. Academic probation or unacceptable assistantship performance are sufficient grounds for termination of support. Graduate students are not typically supported more than five years.

Other Employment

If you are being paid for any professionally-related work, it should be approved in advance by your Program Director. We want to ensure that there is a clear line between training experiences and paid work, and we also want to ensure that your burgeoning psychology skills are not being exploited. There are also rules about getting paid by more than one state agency.

Getting Paid

On assistantship, you get paid monthly, on the last business day of the month beginning at the end of September and ending at the end of August each year. The university requires that regular paychecks be handled through direct deposit.

COURSES

What to Take

The question of which courses to take depends a lot on the program in which you are enrolled. Your primary guide, especially in the first year, will be your Major Professor and your Program Director (particularly for MSGP students). The timing of various courses will depend in part on program recommendations and also course availability. Your Program Director might also have a checklist you can go by. The list of all the courses you need in order to graduate is listed in the graduate catalog (<http://memphis.edu/gradcatalog/degreeprog/cas/psyc.php>).

You can take courses in other departments—just know that they may or may not count toward your degree requirements. You can also take undergraduate courses with special permission, if they are deemed directly relevant to your program of graduate training. This permission would come from your major professor and Program Director. If you have an assistantship, payment for these courses is covered by your tuition remission just like your other courses.

What is a Full-Time Load?

Students on assistantships must maintain enrollment in at least 9 credit hours for fall and for spring semesters. This is in part to ensure that you qualify to have the university cover your tuition and fees. A typical load would be one, two, or three courses, each worth 3 or 4 hours of credit. Any other hours needed to make the 9-hour cutoff would be filled with courses such as first year colloquium, a research area colloquium, course credit for working in a research lab (Research Practicum), or course credit for working on a thesis or dissertation.

In rare cases, a student is granted permission to enroll for a lighter load. However, approval must be obtained from the Program Director and Department Chair, and the lighter load may mean that you no longer qualify for an assistantship. Also in rare cases, a graduate student admitted to full-time graduate study may enroll for up to 15 credit hours per regular semester, but students should not attempt this demanding load without first consulting their major professors and program area directors.

Graduate students in the Department of Psychology will be permitted to drop courses only in exceptional cases and only with the prior approval of the Program Director. If dropping the course means going below the 9-hour limit for full-time students on assistantship, then approval must be obtained by the Department Chair.

Students classified as part-time can register for up to 6 credit hours at a time. Only full-time students can register for more than 6 credit hours in any semester. Full-time employees who

are also pursuing graduate study must enroll as part-time graduate students and cannot register for more than 6 credit hours per semester. MA/EdS students must attend full-time (at least 9 hrs.) unless approved for fewer hours by the program director. Students in the MSGP program are not required to take any minimum number of credits per semester.

Permits and Registration

Registration is done through myMemphis, available at <http://my.memphis.edu/cp/home/displaylogin>

You should have your student ID and your password. The password was assigned to you by the graduate admissions office when you applied. Your password was indicated in the last paragraph of the letter from graduate admissions acknowledging your application. If you have lost your password, call 678-2810 to have your password reset.

Most graduate classes are listed under two numbers, one starting with a 7 (e.g., PSYC 7010) and one starting with an 8 (e.g., PSYC 8010). Often these appear together as, for example, PSYC 7010/8010 or 7/8010. Students who have not yet received a master's degree should enroll in the course beginning with 7***. Students who have been awarded a master's degree should register for courses beginning with 8***.

For most psychology courses you will not need a permit to register. There are two types of courses that require permits in order for you to register:

1. Courses that are limited to students in particular psychology department program(s) and courses for credit for individualized study. Requests for permission to enroll in individual study courses will be sent to your faculty member for approval.
2. Courses listed as "Permission of Instructor," or when a course's enrollment is full.

Permission to enroll will automatically be entered for students who are in the appropriate program. The Permit Request Form requires you to know the course number and the myMemphis course reference number (CRN). If a section for an individualized study course does not exist for the faculty member you require, you must forward faculty approval to the Graduate Secretary so that the section can be created and a permit entered (if needed).

For all courses *requiring permits*, complete the Permit Request Form which is sent from psycadvise@gmail.com. The link in this email cannot be forwarded so keep the email and you can use the same Permit Request Form in the future. These requests will be retrieved by the Graduate Programs Secretary. A permit will be entered for the list of students who are eligible.

A permit is permission to enroll. **You must still** go into the myMemphis system to register for the course. Note that the Psychology Department graduate secretary cannot issue permits for restricted courses in other departments.

If you wish to get course credit for participating in a research study or for completing an independent research project other than a thesis or dissertation, or for completing contracted work in a community agency that is unrelated to your graduate assistantship placement, you

must have an agreement with the professor who will be overseeing the work and assigning the grade. These “courses” are graded as S (satisfactory) or U (unsatisfactory) akin to a Pass/Fail system. If the work is research related, then it is considered Research Practicum (PSYC 7/8601 through PSYC 7/8609). If the work is more like an independent study or involves work in the community, then it is considered Special Problems (PSYC 7/8615).

The Special Problems and Research Practicum courses are available in 1, 2, and 3 hour sections. Expect to do approximately 50 hours of work for every 1 hour of course credit. Your project and the hours required are to be negotiated with the faculty member who is overseeing the work. An example of a contracted project description would be “Student will conduct a review of the empirical literature (annotated bibliography) on interventions for childhood obesity, as background for the upcoming Families First study, about 10 hours a week for 3 hours of course credit.” For permission to enroll in one of these courses, your faculty must forward the complete course information to the graduate secretary.

Any of the practica may be repeated for up to 12 hours. The same practicum number may be repeated for up to 12 hours at the 7000 level and up to 12 hours at the 8000 level.

Clinical students must accumulate a certain number of hours of client contact in the Psychological Services Center. This work is typically accomplished over the course of three years (your second, third, and fourth years in the Clinical Program). In this case, the student enrolls for PSYC 7/8438 for 3 course credits, for six semesters or until the requirement is met. Additional information may be obtained from the Director of Clinical Training.

Clinical and school graduate students who intend on applying for internship should enroll in Psyc 8707, Professional Issues, the year that they are applying to internship. The purpose of the course is to prepare doctoral students in Clinical Psychology for internship and future careers. Topics covered include: developing a professional vita, articulating a theoretical orientation and professional identity, obtaining an internship, career options, effective supervision, professional consultation, licensure and private practice issues. The course may be repeated for a maximum of 2 credit hours (1 each, fall and spring semester). These topics are also addressed in the School Psychology Doctoral Forum, which meets monthly through the year.

Students who are on internship should register for PSYC 8999 (Clinical and School Students). The internship courses are categorized as "EX" for externship with a designated grade of "NC" for non-credit. There are no fees associated with this course number. The rationale is to allow students to continue enrollment and also to continue deferment on student loans until graduation. The EdS school psychology students take PSYC 8812. Ed.S. students must pay the associated fees for the 8812 hours (12) and the IP grades are changed at the end of the internship. **(See Appendix C for a more full explanation for accumulating Dissertation hours while on internship.)**

Finally, there are quirky rules about registering for "milestones." Once you enroll for thesis and dissertation hours, you must continue to do so until the project is completed. Each semester you would receive an IP (In Progress) until the work is completed; in the final

semester your grade would be S (Satisfactory) or U (Unsatisfactory). Although there are hours for Major Area Paper, you need **not** sign up for a particular course for the Midpoint Milestone because this is solely a department requirement. You can earn up to 3 hours of credit for work on your thesis, up to 6 hours for your MAP, and up to 9 hours for work on your dissertation. Rule of thumb: Take the last of these hours for thesis and dissertation only when you are not only sure you will defend the final project, but you will have time to submit the final project to the Graduate School. More information about the thesis-type course credits is provided in the following section on Grades and later, under the "Milestones" section of this Handbook.

Transfer of Credit

If you've taken graduate psychology classes elsewhere, or have taken graduate courses in another department at the University of Memphis prior to admission to the Psychology Department, you may want to apply for transfer credit for your coursework.

The two-step process involves **first** asking (filling out Graduate School Forms) the university to accept a certain number of hours of credit, and **then** asking the department to let you count one or two of those courses toward your degree requirements. These don't always match up—you might transfer some hours that will count toward the grand total of hours needed to get your degree, but they might not exempt you from specific program requirements. For example, you might have taken an interesting and high quality Psych course at another school, and the University of Memphis would likely accept those hours as general transfer credits. But if the course doesn't match up well with any of your program's required courses, the department might not allow you to use that transfer credit to substitute for a specific course requirement.

The university and the department decide how many hours can be transferred and/or substituted for specific courses. However, only 6 of these hours can be used as substitutions for courses if you are in a Masters degree program, and only 12 of these hours can be used as substitutions for courses if you are in an Ed.S. or Ph.D. program. You **must** follow the right procedures to get the university's transfer credit and the department's substitutions. See the Graduate Programs Secretary for directions and forms. Department decisions about transfers are made by the Graduate Programs Coordinator.

Transferring a Thesis

If you conducted a thesis at another master's program, it must be evaluated by our program faculty to see if it is acceptable for credit in our program. The thesis must be empirical in nature, and must be approved by a three-person committee, headed by your Major Professor. Membership of the committee should otherwise follow the regular rules for thesis committees (see Program Milestones). The committee will review the completed thesis and accept or reject the thesis. You **must** schedule an oral defense with your committee. If a majority of the committee approves, the thesis requirement will be waived. If the committee fails to approve the thesis, the student must complete a thesis at The University of Memphis.

GRADES AND RETENTION

GPA

University Graduate School policy requires that a GPA of 3.0 be maintained across all graduate work or the student will be placed on academic probation. Grades of “D” and “F” will not apply toward any graduate degree but will be computed in the GPA. Continuation of any type of university or external agency financial support will be contingent upon academic performance above the minimally acceptable 3.0 GPA level.

Repetition of Courses—University Policy

Grades of “D” or “F” **must** be repeated if they are to count for graduation. No more than seven hours of “C-“, “C”, or “C+” grades will be applied toward degree requirements. Grades of “C-“, “C”, or “C+” may need to be repeated to keep the GPA over 3.0. No course may be taken more than twice. You can repeat a course to earn a higher grade only if the earned grade was lower than a “B”. Only the grade earned in the second attempt will be included in the computation of the cumulative GPA. A maximum of two courses may be repeated to improve a grade. Department policy concerning the repeating of a course to improve a grade is the same as the University policy (see Graduate Catalog). However, faculty in a program have the right to require a student to repeat any course graded as lower than a “B-“ (regardless of overall GPA) if they feel it is necessary for the student’s training.

Academic Probation

A graduate student whose cumulative GPA drops below 3.0 will be placed on probation; two successive semesters on probation may lead to termination from the program. Continuation in graduate school beyond two consecutive semesters on probation might be granted if recommended by the Program Director and Graduate Coordinator and approved by the Arts and Sciences' Director of Graduate Studies and the Assistant Vice Provost for Graduate Studies. If, in the opinion of the program, department, and the Graduate School, the student is not making satisfactory progress toward degree completion, the student will be dismissed from the degree program. Students may also be placed on probation by their graduate program for inadequate progress on milestones, a lack of professionalism in completing work tasks or interacting with peers and supervisors, ethical/legal transgressions, or poor development of teaching, clinical, or research skills.

Incomplete Grades

A grade of Incomplete (“I”) is given only if the student has not completed course requirements for some unavoidable reason that is acceptable to the instructor. Unless the student completes the requirements within 90 days from the end of the semester or summer term in which the “I” was received, the grade will automatically be changed to an “F” by the Records Office. Extensions of grades of “I” will be granted only under exceptional circumstances. The policy on “I” grades does not pertain to those courses in psychology for which grades of “S” (satisfactory), “U” (unsatisfactory), or “IP” (In Progress) are awarded (like credits for working on your thesis or dissertation).

In Progress

Courses that reflect ongoing work are graded using the “IP” (In Progress) grading system. The student enrolls for credit, but no grade is assigned until the work is actually completed. Until then, the faculty member assigns a grade of "IP" to extend the time permitted for the completion of research. A student awarded an "IP" grade must re-enroll in the course **for the same number of hours** to complete the work. You can initially enroll for 1, 2, or 3 hours of credit (see your advisor), but once you register for a certain number of hours you have to keep registering for that same number, fall and spring semester, until you finish (see exemption courses below). The final grade will be submitted by the faculty member at the end of the term in which the work is completed. A similar version of this process also applies to the PSC practicum hours required of clinical students—see your Program Director for information.

There are four exceptions to the rule concerning the number of credit hours you must re-enroll in once you have been assigned an “IP”. Thesis (Psyc 7996), School Psyc Practicum (Psyc 7/8614), School Internship (Psyc 7/8812) and Dissertation (Psyc 9000) are exempt from the “IP” credit hour rule. Students must continue to enroll for at least 1 credit hour for each semester (except for summer sessions) for these courses mentioned above, not the same hours as mentioned in the paragraph above.

Once you have completed your thesis and/or dissertation, the final grade of “S” (Satisfactory) or “U” (Unsatisfactory) will be submitted by the faculty member at the end of the term in which the work is completed. The final grade will appear within the semester the project was completed.

Annual Evaluation of Students

Each year you will receive feedback from your Program Director and Major Professor about your progress in the program. Ideally, you will be talking with your Major Professor throughout the year, so that none of this feedback would be surprising. Each program conducts at least one formal evaluation of students each year, usually in the Spring. First year Clinical, Experimental, and MSGP students are also evaluated at the end of their Fall semester. This is a chance for the program faculty to identify areas of strength as well as weakness, so that you can be advised on curriculum and other training issues. If there is a serious problem, the program might ask you to engage in some remedial work (e.g., repeat a course, obtain additional experience in a particular area). The program might even require this as a condition of you remaining in the program. If the problem is egregious enough, or you haven't responded to past requests to engage in remedial work, you may be terminated from the program. Students who are terminated cannot take additional courses in the department. (Students can appeal these decisions. See related section on "Grievance Procedures.")

CHANGING MAJOR PROFESSORS OR PROGRAMS

Because we have a mentor model and (doctoral) students are admitted to work with a particular professor, we assume that you will work with your mentor during your entire time in our program. Changing Major Professors is a significant decision that must be made only after much thought and discussions with your current Major Professor, Program Director, and the Graduate Coordinator. Once you have talked to everyone involved and a plan is in place, you complete a form (available online at the Psychology Department's website) to make the change official. This form is submitted to the department Graduate Programs Secretary.

Sometimes students find that their training interests would be better served in a different program (Clinical, Experimental, School) than the one to which they were admitted. If you think you would like to apply to a different program within the department, you should discuss this both with your current major professor and your Program Director, as well as the director of the program to which you would like to apply. Admission to the new program is **not** guaranteed. You need to apply just like any other applicant, follow all regular procedures, and be evaluated against the applicant pool. You should never assume that you can just "switch" programs. Continued graduate funding is not guaranteed.

LEAVES OF ABSENCE

All graduate students in the Department of Psychology, consistent with University Policy, are expected to maintain continuous enrollment during the fall and spring semesters. A student who plans not to enroll for a semester or more must request a leave of absence in writing. This does not apply to students going on a program-required internship.

The Leave of Absence Request Form (**Appendix B**) must indicate the general reason for the request and specify the anticipated date of return. Submission of this form will be taken as confirmation that the student understands that GA funding upon return to the program will be based on the conditions approved by the program at the time the leave is granted contingent on budget availability. This request must be approved by the Program Director, Graduate Coordinator, and Department Chair.

The student should be aware that the university may require submission of an application for readmission to the University. Any extensions beyond the period initially requested must be justified and reapproved by all parties. Students who fail to return to the program at the end of their approved leave without notification to the program may be considered for termination from the graduate program.

GRIEVANCE PROCEDURES

If you want to dispute a grade, you should talk with the instructor first in an effort to work out the dispute. If no resolution can be made with the instructor, you may submit a grade appeal to the Graduate School following the grade appeal process outlined on the Graduate

School's website <http://www.memphis.edu/gradcatalog/gradeappeals.php> using the form: <http://www.memphis.edu/gradschool/pdfs/forms/gradeappeal5.pdf>.

If you are concerned about activities within the department or on your placement, we encourage you to speak up. If possible, actions should be taken in the following order:

1. Go to the person with whom you have a complaint and try to come to a resolution.
2. Go to your Program Director to address the issue.
3. Go to the Graduate Programs Coordinator.
4. Form a Grievance Committee (see policy in **Appendix A** for details).
5. Place a written complaint in the mail box of the Department Chair.
6. Go directly to the Department Chair to address the issue.

The Office of Student Affairs (located in the administration building, room 235) is also available to help you decide how to proceed with your concerns that you feel uncomfortable bringing to the chair.

OTHER GRIEVANCE PROCEDURES

No form of sexual or racial harassment will be tolerated. The University has procedures for dealing with suspected harassment (see <http://policies.memphis.edu/UM1391.htm>). It should be noted that, as part of these procedures, "All faculty members, students and staff, particularly management and supervisory personnel, are responsible for taking reasonable and necessary action to prevent and discourage sexual or racial harassment, and are required to promptly report conduct that could be in violation of TBR and institutional policies and guidelines. Such reporting should occur when information concerning a complaint is received formally or informally."

PROGRAMS MILESTONES

Program milestones vary from program to program. Each milestone has a committee and involves a **proposal** of the planned project and a **defense** of the final project. A committee is involved throughout the process. Topics for these milestone projects must be empirically based, psychological in nature, and acceptable to the committee. Each milestone has paperwork to accompany it. Forms must be completed, signed, and handed in upon completion of each stage for each milestone. You can get the requisite forms off the psychology department or graduate school webpage (<http://www.memphis.edu/psychology/resources/mediareources.php>). There is also a list of these forms at the end of this handbook. Here is an overview of the milestones for each program.

MSGP Milestones

Thesis (or Specialty Review)

M.A./Ed.S. Milestones

M.A. Oral and Written Exam

Ed.S. Praxis Exam

M.S./Ph.D. Milestones

I. Thesis

II. Clinical Students:

a) Major Area Paper

b) Completing an empirical manuscript or clinical case study, submitted for publication

c) An applied clinical research project such as a program evaluation

d) Submission of a grant with the student as Principal Investigator

Experimental Students:

a) Major Area Paper

b) Completing an empirical manuscript, submitted for publication

c) Specialty Exam

School Students:

a) Specialty Exam

III. Dissertation

Institutional Review Board (IRB)

All University of Memphis faculty, staff, and students who propose to engage in any research activity involving the use of human subjects—including research for theses and dissertations must have prior approval from the Institutional Review Board (IRB). The IRB is responsible for safeguarding rights and welfare of all persons participating in research projects, whether funded or non-funded. Information about the IRB including information about forms can be accessed at <http://www.memphis.edu/irb/>.

Protections for research animals are ensured by the Institutional Animal Care and Use Committee. All researchers must complete an online ethic course. The home website for the IRB is: <http://www.memphis.edu/irb/index.php>. IRB forms may be found at: <http://www.memphis.edu/irb/forms.php>

Psychological Service Center (PSC)- Research Review Board

If you would like to conduct research in the PSC, you would need to get permission from the director of the PSC. Your project will need to go through another level of review in addition to the University's Institutional Review Board. The PSC version of the IRB is called the PSC Research Review Board. This review committee pays special attention to ethical and logistical considerations as they affect the clinic, its therapists and its clients. Contact the PSC Director, for more information about this process.

COMMITTEES, CHAIRS AND GRADUATE FACULTY

All milestones require a committee to evaluate your planned project and to evaluate the final product. It is the student's responsibility to ask faculty to serve on the committee. There are several rules guiding the composition of these committees.

Committee Composition

The University of Memphis maintains five levels of graduate faculty: full, associate, affiliate, adjunct, and teaching adjunct. Only full graduate faculty members may chair doctoral committees. Full or associate graduate faculty may chair master's committees. Affiliate or adjunct graduate faculty may be members of doctoral and master's committees in their areas of expertise, but may not chair them. No more than one adjunct or affiliate graduate faculty member may serve as a voting member of a student's committee. A list of faculty, at all ranks, is available - http://www.memphis.edu/gradschool/graduate_faculty/departmental_listings/psyc.php. You can ask the faculty member whether they have full or associate graduate faculty status, or check the graduate catalog. **Note**, this is *not* the same as the faculty members rank (Assistant, Associate or Professor).

The thesis, the MSGP Specialty Review, and the second milestone committees will each have a minimum of three members including the chairperson. The dissertation committee will have a minimum of four members including the chairperson. For all committees, two of the committee members, including the chairperson, must be full-time faculty members in the Department of Psychology.

At least one of the committee members must represent either

1. Another department, or
2. A Psychology Department PhD program outside the student's doctoral program (Clinical, Experimental School), or
3. A member outside the student's doctoral area at another institution.

NOTE: For MSGP students, 2 and 3 would refer to someone outside the degree program of the student's Major Professor. Also, the department chair is an ex officio voting member of all department committees and signs off on all decisions.

The student and faculty committee members sign an agreement (Thesis/Dissertation Committee Appointment form) which is given to the Department Secretary to copy for the student's department file and forwarded to the Graduate School.

Once selected, a committee chairperson or committee members will not be changed except under unusual circumstances. Such changes must be made by the student's Program Director and approved by the Department Chair. The student should **not** begin the thesis, the major area paper, or the dissertation without formal, written committee approval. Expenses incurred in the conduct of thesis and dissertation research are the responsibility of the student, in consultation with the committee chairperson.

Please pay close attention to the completion of Department and University forms. In this Handbook, under the heading "Forms," is a list of the required forms and where to find them.

Announcement of Proposals and Final Defenses

The student and Major Professor should first develop a list of dates and times for a proposal or final defense meeting, then send this list to the other committee members to arrive at a meeting time. Students are required to distribute an email to all Psychology faculty and students announcing the a) title, b) date, time, and room, and c) list of committee members for both the proposal defense and the final defense of all milestone projects. A table listing the necessary forms for the department and for the University may be found in **Appendix D**.

Thesis (some MSGP and all Doctoral Students)

A thesis is required of all doctoral students and is an option for MSGP students. The thesis is intended to be a demonstration of the student's ability to plan, organize, conduct, and report a research/scholarly project under the guidance of a faculty advisor. The thesis is primarily viewed as a research training experience. Compared to later research projects and to the dissertation, the thesis may reflect greater involvement and contributions of the thesis chairperson. The thesis typically begins during or before the fall semester of the student's second year in the program. The student is urged to begin planning the thesis during the first year of graduate training by selecting a thesis chairperson and forming a thesis committee. The thesis research is typically conducted during the second year and the thesis is usually completed by the spring or summer of that year.

The final defense includes an oral examination which assesses not only mastery of the thesis topic but also broader awareness of the theoretical and empirical issues in contemporary psychology. This oral examination meets the university's requirement for the M.S. comprehensive examination.

As students are only able to apply 3 hours of thesis credit (PSYC 7996) toward their degree program, students are *strongly urged* not to enroll for thesis credit hours until the semester

during which they expect to defend the thesis project. Students must have accumulated 3 credit hours of PSYC 7996 by or during the semester they defend. No degree credit is given for additional hours of PSYC 7996. If the thesis is not successfully defended, the student **must** continue to enroll for at least 1 credit hour each fall or spring semester thereafter until the thesis is defended. Enrollment in summer is not required unless the student plans to defend and graduate in the summer. See Appendix E for guidelines on submitting completed thesis to the Graduate School.

Specialty Review Paper (MSGP Students Only)

Students in the MSGP program have two options for their major milestone project. Although a thesis project would provide the best research experience, some students opt to complete a Specialty Review Paper (SRP). Many aspects of the process for the SRP are identical to the thesis. Specifically, students must assemble a committee of 3 faculty members, including a major professor, and at least one faculty member from a different program as the major professor (same policy that guides the construction of thesis committees). The SRP is a scholarly review paper, that is aimed at addressing a particular gap in the literature in a certain area. The paper of the exam needs to be in the form of a coherent manuscript that both reviews and critiques the literature within a content area. Although there is no specific length requirement, generally these papers will be approximately 30 pages in length. It should be comprehensive enough to do justice to the topic at hand. References (in APA style) should be comprehensive enough to indicate that the student has considered the major related research.

The student decides on a topic for the specialty review paper through discussion with his/her major professor, and generally will select a topic in which the major professor has expertise. It is the major professor's responsibility to meet with the student to orient the student to the literature review process, to meet with the student during the review and after the literature is reviewed to provide feedback on drafts of the review paper and then to orient the student to the oral defense process.

At the proposal stage, after developing an idea with the major professor, the student will provide an outline of the proposed review paper to the SRP committee members. At the proposal meeting, committee members will offer input and feedback about the direction of the paper. At the end of the proposal meeting, the committee should reach an agreement and the student should have a clear sense of what the committee is expecting for the final paper.

It will be the student's responsibility to review the literature, to write the manuscript, and to seek input from the major professor throughout the process. After the major professor deems the paper ready for the final defense, the student should distribute the final paper to committee members and schedule the defense. The student should follow department guidelines related to scheduling the defense meeting.

At the defense meeting, the student will present a summary of the paper followed by a general discussion of the work. Committee members may suggest edits to the paper or

recommend that another draft is necessary. The student will be considered to have passed the SRP defense when the committee members are satisfied.

The student must complete revisions of work within one month (or a specific time agreed upon by the student and committee at the defense meeting) and their final document must be approved by the major professor within two months if further revision is required. Committee members will indicate if they would like to review the final product or to defer to the major professor.

M.A./Ed.S. Oral and Written Exams (M.A./Ed.S School Students)

M.A. Oral Examination: An examination is conducted during the semester in which a student completes the first 37 hours of work (typically fall of the 2nd year). The examination is an adjunct to the annual review conducted at the end of the 1st year and consists of the student answering one or more questions related to professional ethics and a review of the APA and NASP ethics codes. The ethics review constitutes the written portion of the examination requirement for the MA. Admission to the EdS degree level is contingent upon successful completion of all MA requirements in school psychology (or their equivalent), successful completion of any oral and/or written comprehensive examinations at the end of the MA sequence, and completion of appropriate form(s) for the program and Graduate School. Students terminating training at the MA degree may have to pass a written examination.

Ed.S. Praxis Exam: The examination requirement consists of both written and oral components. The written component is the ETS Praxis Exam in School Psychology. The oral component is integrated with the February intern visit to campus during which faculty discuss your evaluation of the program and our evaluation of your internship. In order to complete the EdS examination requirement, each student must submit an acceptable score for school psychology credentialing by the Tennessee State Department of Education (now 147). The student will not be approved to receive the EdS degree without an acceptable score on the Praxis examination in school psychology.

Second Milestone (Doctoral Students Only)

The second milestone may be started at any time after the completion of all master's degree requirements, typically during the third or fourth year of residence and must be completed before the student presents the dissertation proposal for committee approval. **Note.** Clinical Psychology students must have a final defense of the second milestone by May 31st of the year in which they plan to apply for internship.

Students in the doctoral School Program must use the Specialty Exam to satisfy this milestone. Students in the clinical or experimental doctoral programs can satisfy this milestone using any of several options listed under the Programs Milestones header above and elaborated below. All options require forming a committee and having proposal and defense meetings. Furthermore, the clinical program has a deadline by which this milestone

must be completed if you want to apply for internship in the Fall. If you are a Clinical student, your second milestone must be successfully defended (passed, with all signed paperwork turned in) by July 31st of the year in which you apply for internship. Several of the options for doctoral students are discussed below.

The question often comes up, "Which is the best option to do?" This depends on several factors, and should be decided in consultation with your Major Professor.

Specialty Exam

To repeat, this is required for School doctoral students, and an option for Experimental doctoral students, but *not* an option for Clinical students. The specialty exam is a comprehensive written and oral exam in the student's major area of specialization and is intended to be a demonstration of the student's ability to review and integrate a broad range of psychological research. The student develops an outline of various topics to be covered in the exam, along with proposed lists of readings that will be the bases of preparing for the exam. The committee then meets to evaluate the plan (and readings list) and decide on a schedule for the written and oral exams. (See section on "Preparation of the Proposal below.")

The minimum standard for the written component consists of four questions given over six hours on no more than two days. Students take the exam in the Psychology Building. The committee chairperson is responsible for providing a copy of the written exam and the student's responses to the committee for review. All committee members evaluate all written responses. The oral component is used to explore the written performance and the student's knowledge beyond the written responses.

Major Area Paper

The MAP may also be used to replace the written response to the questions of the specialty exam; the student is responsible for an oral defense of the MAP. The MAP provides the opportunity for evaluation of the student's ability to write a review and integrate a broad range of psychological research. The MAP is a review paper that follows the model of a Psychological Bulletin or Psychological Review article. The student develops a general outline and initial reading list with the guidance of the committee chairperson. The committee then meets to review the plan. The committee evaluates the final paper and the student defends the paper in an oral examination. (See "Preparation of the Proposal," below). The MAP may provide up to 6 credit hours (PSYC 8620) toward the PhD degree.

Empirical Manuscript Submitted for Publication (Clinical and Experimental Students) or Clinical Case Study (Clinical Students)

This work may be related to the Master's Thesis but must represent a significant departure and/or extension. The student must be the primary force behind this research; the student is first author and the primary person behind the conceptualization of the work.

It is expected that the form of the proposal and the defense manuscripts should reflect the spirit of this option; that is, it should be a product submitted as a peer-reviewed manuscript for publication in a mainstream journal. The committee is responsible for evaluating the

substantive nature of the manuscript. The minimum length of the manuscript and nature of the journal are secondary, but important, issues that must be considered by the committee.

This milestone is satisfied with the submission of the manuscript and the successful final defense meeting; it need not be accepted for publication. This option cannot be satisfied with the submission of the Masters Thesis research for publication. That would be considered the natural extension of the first milestone. Again, the work can be related to the topic of the Masters Thesis but it must be a significant, new, independent contribution.

Submission of a grant with the student as Principal Investigator (Clinical Students)

Submission of a grant with student as PI. For this option, the study idea and the written work comprising the grant proposal are the student's original contribution. The prototypical grant submission would be a federally funded pre-doctoral fellowship (e.g., NIH F31 grant). Other grant mechanisms may be approved by the student's Mid-point Project committee.

Publications as an Alternative to Thesis or Second Milestone

Publications may be used as an alternative means of satisfying milestone requirements. The faculty recognize that some students may have developed their research to the extent that they are already contributing to the professional literature. In such cases, the usual requirements of the thesis or Mid Point Milestone may not be the most effective means of furthering professional development. Students have the option of satisfying one or both of these research requirements by submitting evidence of published scholarly activity.

Publication in psychology often involves a collaborative effort, making it difficult to gauge the substantive contribution of individual authors. Although collaborative endeavor is important in research, the major aim of the thesis and MAP is to develop and demonstrate the student's independent thinking and writing skills. Thus there are limited cases in which a publication could serve as a substitute for these research requirements. The student must be the first author on the publication(s) being presented. If there are other authors on the publication(s), the student must provide written statements from each of these coauthors indicating the extent of his or her contribution to the conception, execution, and writing of the work. A student may submit a work that is in press. However, the student must provide appropriate documentation certifying that the material has been accepted for publication.

The procedure for submitting publications to meet the thesis or MAP requirements parallels the usual procedure for these requirements. The student must select a chairperson and committee to evaluate the published work. The rules concerning the size and composition of these committees depend on the requirement that the student wants to satisfy and are the same as those outlined under the "Committees, Chairs and Graduate Faculty" section of this handbook.

The student must defend the publication(s) at a formal committee meeting open to all interested persons (see "Defense of the Report"). The members of the committee determine whether the student's independent contribution to the published work is of sufficient merit to permit it to be substituted for the research requirement considered. The committee may vote to either accept the published work as an appropriate substitute or reject the work as

inappropriate or insufficient to meet the requirement. The decision of the committee is based on a majority vote of the committee members.

Dissertation

The dissertation is viewed as the capstone of the doctoral student's academic training, reflecting the student's capability for independent research. All phases of the dissertation research (including proposal of the problem, design of the research, collection and analysis of the data, and writing of the final report) are primarily the responsibility of the student, with the dissertation chairperson serving mainly as a reviewer and sounding board. Upon completion of an independent dissertation research project acceptable to the faculty, each student will take a final oral examination which focuses on the dissertation but which may also address broader questions related to the student's area of specialization.

Note. Clinical Psychology students must defend the dissertation **proposal** by September 15th of the year in which they plan to *apply* for internship; School Psychology students must defend the dissertation **proposal** by the end of the spring semester of the year preceding the internship (example, propose and defend in May 2016 in order to start internship in August 2016). This means that all signed paperwork for the successfully defended proposal must be turned in by these dates. The policy for enrolling in dissertation hours while on internship may be found in Appendix C.

Dissertation credit hours (PSYC 9000) must be taken for a minimum of 6 hours and can be taken for a maximum of 9 credit hours. Students are strongly urged not to enroll for PSYC 9000 until they are within a year of defending their dissertations. A student who fails to defend the dissertation during the semester in which he or she first enrolls in PSYC 9000 must continue to enroll for at least 1 credit hour each fall or spring semester thereafter until the dissertation is defended. You do not need to enroll in summer unless you defend in the summer. You can count only 9 hours toward your degree. See Appendix E for guidelines on submitting completed thesis to the Graduate School.

Preparation of the Proposal

Proposals for the thesis, specialty review and defense, second milestone (doctoral students), and dissertation are prepared by the student with assistance from the committee chairperson (Major Professor). The proposal must be submitted in final written form to each member of the full committee at least two weeks prior to the meeting at which the proposal is to be defended. An email announcement to all psychology graduate students and faculty must be sent.

The proposal will include a detailed and specific account of the research or scholarly project to be conducted by the student. Note that thesis and dissertation projects must also be approved by the university's IRB (see "Role of Institutional Review Board," at beginning of the section on Program Milestones). The university requires that proof of IRB approval be attached to the thesis/dissertation proposal form that is submitted to the Graduate School.

The proposal for the Specialty Exam will include reading lists developed in coordination with each committee member, and a plan for which faculty members will cover major vs.

minor parts of the exam. Members who cover major parts of the exam provide 2 hours worth of questions, and members who cover minor parts of the exam provide 1 hour worth of questions. The proposal for the MAP or other options for the second milestone includes a detailed outline of the review and/or theoretical analysis to be conducted, an argument indicating why this topic is of importance in contemporary psychology, and an initial reference list.

Defense of the Proposal

The student will defend the thesis, MAP, or dissertation proposal to the committee at a formal meeting open to all interested persons. For proposal defense meetings, decisions of the committee are made by a majority of committee members (and therefore do not have to be unanimous). The committee can vote to do one of the following:

- (a) Accept the proposal
- (b) Accept the proposal contingent upon minor modifications stipulated by the committee and without holding another committee meeting (although committee members should examine copy of the modified document)
- (c) Require extensive revisions in the proposal and schedule another meeting of the committee at which the revised proposal will be defended
- (d) Reject the proposal and require the student to prepare a new proposal.

In the last case, the student may choose a new chairperson, committee, and topic. For proposal meetings, all decisions of the committee must be unanimous for the proposal to be considered “accepted.” After all modifications have been completed and the proposal accepted, the committee members and the department chair sign appropriate department and Graduate School forms.

Final Defense

The final report for the thesis, MAP, or dissertation is defended at a formal committee meeting open to all interested persons. This meeting is announced publicly (i.e., a department-wide email is sent) at least two weeks in advance of the meeting date at which time copies of the final report are distributed to each of the members. Following the defense of the report the committee may vote to do one of the following: (a) accept the report without modification, (b) accept the report contingent upon minor revisions stipulated by the committee without holding another committee meeting even though committee members must examine a copy of the modified document, or (c) reject the report until specified major revisions are made and another formal committee meeting is held for reexamination of the same study.

For final defense meetings, decisions of the committee are made by a majority of committee members (and therefore do not have to be unanimous). When the report is accepted, the committee members and the department chair sign Form G and the appropriate Graduate School form(s).

Please pay close attention to the completion of Department and University forms. In this Handbook, under the heading “Forms,” is a list of the required forms and where to find them.

Internships

Clinical Psychology students who intend on applying for internship should enroll in Psyc 8707, Professional Issues, the year before internship application. The purpose of the course is to prepare late-doctoral students in clinical and school psychology for internship and future careers. Topics covered include developing a professional vita, articulating a theoretical orientation and professional identity, obtaining an internship, career options, effective supervision, professional consultation, licensure and private practice issues. The course may be repeated for a maximum of 4 credit hours. (See **Appendix C** for policy concerning Internship and Dissertation Hours.)

Clinical Internship: A full-time one-year internship at an agency approved by the Director of Clinical Training is required. Permission from the Clinical Faculty must be secured before making application for internship. To be approved, the Clinical Faculty must judge the student to be academically and clinically ready for the internship. In addition, the student must have successfully defended the Second Milestone by May 31st and the Dissertation proposal by September 15th of the academic year in which internship application is made. Our clinical program requires that students apply to APA accredited sites for the first round of matching. If they do not achieve a match, the student may apply to any APPIC listed program that has an available position.

The student should enroll in Psyc 8999, Predoctoral Internship, to be classified as full time. When the internship is complete, internship faculty notify the clinical program whether the student has successfully completed the program. Clinical students cannot graduate with their Ph.D. until they have successfully completed their internship and the DCT has received notification of successful completion from their Internship Director. Therefore, students who complete an internship that does not end until the end of August would have to graduate in December

School Internship: Students in the PhD program are expected to seek internships approved by the American Psychological Association (APA) and/or that correspond to the guidelines of the NASP and the licensing authority of the state in which they intend to practice. The process of site selection is highly structured for doctoral internships and follows national guidelines. A doctoral student may not finalize an internship agreement unless a dissertation proposal has been successfully defended by the end of the Spring semester of the year in which the internship begins. The recommendation of the Ph.D. School Psychology Program Director is required.

Ed.S. Internship meets the guidelines of the Tennessee State Department of Education (TSDE) and the National Association of School Psychologists (NASP). These internships are not nationally regulated, but are established through an agreement among the student, the program, and a local school district. The M.A./Ed.S. Program Director keeps a list of recent sites. The Shelby County Schools serves as a site for most students and has served in a cooperative arrangement with our program for 40 years. It is a highly comprehensive and culturally diverse setting. The student must consult with the M.A./Ed.S. Director in making a site selection and must have completed all pre-internship requirements (see program policy). Ed.S. students must enroll for 12 hours of PSYC 8812: Internship.

GRADUATION

At the beginning of the semester the student intends to graduate, he or she must submit a candidacy form to the Graduate School. MSGP and other master's students follow this link <<http://www.memphis.edu/gradschool/grad/howmdc.php>>; doctoral students should use this link <<http://www.memphis.edu/gradschool/grad/howddc.php>>. Print out and complete this form, and then have it signed by your major advisor (i.e., the Program Director for MSGP students, and the Major Professor for PhD students). This form should then be turned in to the Chair's administrative assistant, who will make a copy for the department's records and ensure that the form is submitted to the College of Arts and Sciences for the signature of the Director of Graduate Studies.

If you are an MSGP student, you will need to deal with graduation procedures once (when you finish your program). If you are a doctoral or an Ed.S student, you may need to deal with it twice (once when you finish your masters degree, and once when you finish your doctorate or Ed.S.). You should have a checklist of which requirements you need to meet to earn your degree. The graduate catalog that was in force the year of your admission is the catalog that lists the requirements that apply to you.

The intent to graduate, masters/doctoral degree candidacy, and cap and gown order forms should be turned into the Graduate School according to the schedule indicated on the website.

The student should also turn in the defended and corrected thesis/dissertation copy to the office of the Graduate School for review according to the timeline listed on the website. The final electronic thesis/dissertation should be turned in to the Graduate School by a certain date. Be sure to check the graduate school web site for information regarding the layout of your thesis/dissertation pages that will be handed in to the Graduate School.

When it is time to get your degree you must turn in the appropriate paperwork to the Graduate School. Failure to turn in the appropriate forms and material to the Graduate School will result in the delay of graduation.

Be sure to consult the graduate catalogue and pay attention to announcements from the Graduate Secretary so that you comply with all deadlines and procedures.

Important note: You must be enrolled in at least one credit hour of thesis (PSYC 7996) or dissertation, (PSYC 9000) in order for the defense meeting, binding, and graduation to occur.

IT IS THE STUDENT'S RESPONSIBILITY TO SUBMIT GRADUATION MATERIALS TO THE GRADUATE SCHOOL BY THE GRADUATE SCHOOL'S DEADLINES!!

GRADUATE STUDENT FORMS

General Information about Forms

All forms are available online at:

<http://www.memphis.edu/psychology/resources/mediaresources.php>)

If you have departmental form(s) with all the required signatures, give them to the Graduate Programs Secretary, located in Room 326.

If you need a signature from the Chair, leave the form in the appropriate tray in the main office. If you need signature from the Graduate Coordinator, leave the form in the mail box located in the mail/copy room. Once signed, the form will be given to the Graduate Programs Secretary.

Signed Graduate School forms must be given to Laura Simpson in the main office. She will circulate them through the appropriate University channels and make a copy of them for your file.

Appendix A

Department Grievance Procedures

Sometimes during a student's time in graduate school a situation can arise that requires mediation to reduce/resolve conflict. The Department has a plan for this.

Actions for expressing concerns (if possible, this should be the order taken):

1. Go to the person with whom you have a complaint and try to come to a resolution.
2. Go to your program director to address the issue.
3. Go to the graduate coordinator.
4. Form a Grievance Committee as specified below.
5. Place a written complaint in the mail box of the Department Chair or Associate Chair.
6. Go directly to the chair or co-chair to address the issue.

At any time you may go to a GSCC member to discuss the issue confidentially (if you desire, the GSCC representatives will meet with the appropriate administrator to inform them of the concern and/or to discuss possible ways to resolve the concern). You may also contact the GSCC by email or you can put a written complaint into the GSCC mailbox.

Considerations for forming a Grievance Committee

1. A student acknowledges that by taking an issue to the Grievance Committee that it is likely to be necessary to notify the person to whom the complaint is directed towards in an effort to remedy the situation.
2. It is possible that additional people may be contacted in order to gather information pertaining to the complaint (e.g., if a complaint is about mentoring, bring in other students of the mentor to inquire about their experiences with the mentor).
3. The Grievance Committee should be used only when other points of contact for grievances have not yielded a satisfactory resolution. A person may choose to go to the department chair rather than to the committee.
4. A grievance can be brought by one or more students or can be presented by a GSCC representative for a group of students. It is important to recognize that the names of students bringing the grievance will not be confidential as the accused person has the right to know who is lodging the complaint against them.

Formation of Grievance Committee:

1. The Grievance Committee will consist of three faculty members (a chair plus two additional tenured faculty members)
2. The members of the Grievance Committee will not be permanent but rather will be selected for each individual case.
3. The selection of these committee members will be done in the following way:
 - a. The student bringing the grievance will select one of the program directors to be the chair. It is advised that this person not be the director of the student's program as he/she would have already tried to remedy the situation by contacting this individual.
 - b. The selected chair will choose one tenured faculty member to serve on the committee.
 - c. The student will choose one tenured faculty member to serve on the committee.
 - d. It is advisable that the selected chair and the student confer on their selections.

Function of the committee

1. The committee will attempt to mediate the grievance and find a resolution.
2. The committee can make recommendations to the department chair. The department chair does have the power to override decisions made by the committee.

Notes and Explanations:

1. No student will be on the committee because it would put the student in a compromising situation to have to make decisions regarding faculty who may be their teacher or mentor. The ability of the student to choose two of the three committee members gives an enormous amount of power to the student bringing the grievance, likely more so than having a student on the committee.
2. No non-tenured faculty will be able to be on the committee because it would put them in a compromising situation to have to make decisions that could impact their ability to receive tenure.
3. Some aspects of the grievances are not confidential. If a student wishes to communicate a concern confidentially, there are numerous other mechanisms for doing so. The committee's primary goal is to work out a resolution. This requires both parties being notified of the grievance. Confidentiality would be maintained to any individuals outside those that must be notified in order to reach a resolution.

Appendix B

Leave of Absence Request Form
Department of Psychology
The University of Memphis

Student's Name: _____

Date of Request: _____

Important: Please note that university policy indicates that a student who does not enroll for Fall or Spring semester must apply for readmission. Submission of an application for readmission does not ensure acceptance.

***** Note, GA funding upon return to the program will be based on the agreement about funding approved at the time the leave is granted contingent on budget availability.*****

When is your anticipated return date? (Semester and Year) _____

Please briefly indicate the reason for the requested leave. Specific information about medical and/or personal reasons is not required (however, it may be requested in certain circumstances).

Required Signatures:

Student: _____ Date: _____

Program Coordinator: _____ Date: _____

Graduate Coordinator: _____ Date: _____

Chair: _____ Date: _____

To be returned to Graduate Secretary.

Appendix C

Internship and Dissertation Hours Policy

During the year of internship, students enroll for **PSYC 8999 - Predoctoral Internship (0)** each semester. There is no charge. Students must have a minimum of 6 hours of **PSYC 9000 – Dissertation** for graduation; more than 6 hours cannot be counted toward the degree

Students should not begin to enroll in dissertation hours unless they expect to continuously enroll in at least 1 hour per semester through graduation. Summers are excluded from the continuous enrollment requirement except for students who defend their dissertations in the Summer session. All students must be enrolled the semester in which they graduate. **Bottom line:** Unless there are significant extenuating circumstances, dissertation hours must be continuously taken, once started, until the completion of the work.

In short, any combination works as long as the general policy rules are followed.

There are a number of scenarios; six are worked out below. From 1 to 6, these are increasingly expensive to the student.

1. Completely finish the dissertation, with final defense and manuscript to Grad School, ***before the deadline for the Spring***. Take 6 total dissertation hours during the Fall and Spring while on GA so you don't have to pay out of pocket for them. Keep in mind that everything must be completed and submitted ***prior to*** the Spring deadline.
2. Completely finish the dissertation, with final defense and manuscript to Grad School, ***before the deadline for the Summer submission***. Take 5 total dissertation hours during the Fall and Spring while on GA so you don't have to pay out of pocket for them. Take and pay for 1 dissertation hour during the summer before internship and get everything done before the Summer deadline.
3. Take 5 total dissertation hours during the Fall and Spring while on GA so you don't have to pay out of pocket for them. Take and pay for 1 dissertation hour during the Fall while on internship; completely defend and submit before the Fall deadline.
5. Take 4 total dissertation hours during the Fall and Spring while on GA so you don't have to pay out of pocket for them. Take and pay for 1 dissertation hour during the Fall and 1 during the Spring while on internship; completely defend/ submit before the Spring deadline.
6. Take 3 total dissertation hours during the Fall and Spring while on GA so you don't have to pay out of pocket for them. Take and pay for 1 dissertation hour during the Fall semester, and 1 during the Spring semester while on internship. Take and pay for 1 hour during the Summer ***after*** the internship and completely defend/submit before the August deadline.

Appendix D Summary Table for Milestone Forms

Milestone	Proposal Phase		Final Defense Phase	
	Department	Graduate School	Department	Graduate School
Masters Thesis	Student Milestone Project Rating Form	Thesis/Dissertation Faculty Committee Appointment Form Thesis or Dissertation Proposal Defense Form (including IRB)	Student Milestone Project Rating Form	Thesis/Dissertation Final Defense Results Final Committee Approval Form for Electronic Thesis or Dissertation Submission Comprehensive Examination Results Form (ALL students)
Second Milestone	Form E Form F Student Milestone Project Rating Form		Form E Form G Student Milestone Project Rating Form	Comprehensive Examination Results Form
MSGP Specialty Review	Student Milestone Project Rating Form		Student Milestone Project Rating Form	Thesis/Dissertation Final Defense Results Comprehensive Examination Results Form
School MA oral exam or the Ed.S. Praxis exam			Comprehensive Examination Results Form	Comprehensive Examination Results Form
Dissertation	Student Milestone Project Rating Form	Thesis/Dissertation Faculty Committee Appointment Form Thesis or Dissertation Proposal Defense Form (including IRB)	Student Milestone Project Rating Form	Thesis/Dissertation Final Defense Results Final Committee Approval Form for Electronic Thesis or Dissertation Submission

Department and Graduate School Forms:

<http://www.memphis.edu/psychology/resources/mediareources.php>)

Graduate Catalog

<http://www.memphis.edu/gradcatalog/>

Appendix E
Guidelines for Submission of Theses and Dissertations
(Changes beginning January 19, 2016)

1. The Graduate Analyst will review dissertation and thesis conformity to the chosen style:
 - a. Graduate School Thesis/Dissertation Preparation Guide.
 - b. Departmental style guide.
 - c. A chosen journal-ready style guide.

2. Along with the submitted dissertation or thesis, the student will need to submit to the Graduation Analyst:
 - a. A memo or letter, signed by the student's committee chair noting the style chosen (if one is not provided, the Graduate School style guide will be used).
 - b. Hardcopy or electronic file of the chosen style guide if the Graduate School style guide is not chosen.
 - c. A completed thesis/dissertation checklist.
 - d. A completed thesis/dissertation committee form.

3. The Graduate School will provide a webpage for dissertation/thesis defense announcements. Please provide the following to the Graduate School for each defense scheduled, no later than two weeks prior to a given event:
 - a. Full name of student and committee members (noting which member is the chair).
 - b. Place, day and time of defense.
 - c. Degree/major being sought.
 - d. Title of dissertation/thesis.
 - e. Abstract.

4. Approved changes to the Graduate School Thesis/Dissertation Preparation Guide are being entered within respective procedure documents on the Graduate School website.

5. Dissertation and thesis documents will be submitted to the Graduate School as noted below:
 - a. gsggraduateanalyst@memphis.edu
 - b. If the document is over 25MB, the student will need to send the documents to the Graduate School on a flash drive.
 - c. The document must be in Word format to allow for track changes. Please note that final copies submitted for upload into the ETD system must be in PDF format.

6. The Graduate School will continue to process student thesis and dissertation submissions into ProQuest.

7. Graduate School style templates are being prepared.