

POLICIES AND RULES
FOR
GRADUATE STUDY
IN
PSYCHOLOGICAL
SCIENCES

Prepared by:

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I. FOREWORD

This is a compilation of policies and regulations prepared by the Department of Psychological Sciences Division Heads Committee. It incorporates changes made since the last compendium issued by this Committee. The Committee comprises the Heads of the formally recognized Divisions, the Associate Head for Graduate Studies, the Associate Head for Undergraduate Studies, the Associate Head for Research and Resources and the Department Head. The major functions of the Committee are to promote orderly procedures and excellence in graduate training. The policies adopted and herein described are designed to accomplish these purposes. They are consistent with, but go beyond, the minimal formal rules of the Graduate School.

It should be noted that there are requirements stipulated by the Departmental Divisions which must be met that are not described here. Please see Division Heads for unique Division (Program) requirements. Also, the individual student's studies are the responsibility of his or her particular Advisory Committee (see Sections VIII and IX), and that committee may have requirements in addition to those of the Graduate School, the Psychological Sciences Department, and the Divisions of the Psychological Sciences Department.

Please note that these policies are subject to change and the Department Head may make exceptions to these policies when necessary. A revision to this handbook will be issued in the event of significant policy changes.

- J. Barnes-Farrell, Ex-officio, Associate Head for Research and Resources
- J. Chrobak, Ex-officio, Associate Head for Undergraduate Studies
- J. Dixon, Head of Perception, Action, Cognition Division
- D. Fein, Head of Clinical Division
- J. Green, Department Head
- F. Pratto, Head of Social Division
- V. Magley, Head of Industrial/Organizational Division
- E. Markus, Ex-officio, Associate Head for Graduate Studies
- L. Naigles, Head of Developmental Division
- J. Salamone, Head of Behavioral Neuroscience Division

II. PROCESS FOR SEEKING ADMISSION TO THE PROGRAM

Applicants may apply for admission to only one of the six Divisions (Programs) which compose the Department. Two of the six divisions (Behavioral Neuroscience and Perception-Action-Cognition) have two Concentrations; applicants must specify which one they are applying to. The Clinical Division has optional sub-concentrations; interest in one or more of these does NOT need to be specified in the application. Descriptions of the Divisions and their different program Concentrations are in section VII of this brochure. The application deadline for all programs is December 1st. Some programs allow applications to be submitted after December 1st, however these applications may not receive preferential status for financial support. Application deadlines for all programs can be found at <http://grad.psych.uconn.edu/prospective/phd/application-deadlines/>.

For an applicant to be admitted to graduate study, it is necessary that the application be reviewed and approved by three agencies. The principal one is the Committee within the Division being applied to that represents the applicant's area of Concentration. Approval by the other two agencies will ordinarily follow. The Division Heads Committee of the Department is the second reviewing agency, and in this sphere of its activities it is represented by the Associate Department Head/Coordinator of Graduate Studies. Final approval of applications must be given by the Dean of the Graduate School.

The Division Heads Committee has adopted the following criteria for judging the qualifications of candidates for admission. Note that meeting all the qualifications does not guarantee acceptance:

- a. Three letters of recommendation.
- b. Overall GPA of 3.0 or higher; Psychology GPA of 3.4 or higher.
- c. Strong performance on the General Test of the GRE. (MCAT scores in lieu of GRE scores are acceptable for applications to the Behavioral Neuroscience Division). The Psychology Subject Test is optional.
Note: Generally, GRE score reports are considered valid for admission consideration if they are still "reportable" by ETS (usually five years after the exam was taken). If the scores are no longer within the "reportable" period but the university has an official copy of the report on file, the decision whether or not to accept the score report will be at the discretion of the Head of the Division to which the applicant is applying.
- d. Unqualified endorsement by an appropriate department faculty member who can serve as the student's Major Advisor.
- e. International and non-native English speakers please note Graduate School requirements regarding submission of English Proficiency scores.

If an applicant does not meet one or more of the requirements stated above, the relevant Division Head may present the rationale for making an exception to the Associate Department Head for Graduate Studies. Only the Associate Department Head for Graduate Studies can grant a waiver of the requirement(s).

NOTES:

1. University regulations stipulate that candidates who fail to meet the minimum criteria set by the Graduate School for regular status are not eligible for Graduate Assistantships.
2. Faculty admitting students who do not meet the University's English Proficiency Requirement for Teaching Assistant positions may be required to sign a "Department TA Support Agreement" before the admission will be approved by the Associate Department Head for Graduate Studies. See section VI.B.2. (p.8) of this handbook for additional information on the English Proficiency Requirement for Teaching Assistant positions.
3. Students admitted to the Clinical Psychology Concentration will be required to pass a Criminal Background Check prior to matriculation in the PhD program.

III. RESPONSIBILITIES OF ADVISORS

A. Major Advisors of Master's and Ph.D. Candidates

Per Graduate School policy, to be part of the graduate program students must have a major advisor. Major advisors are assigned by the relevant Division Head at the time of the student's admission to the graduate program¹. The designated faculty member will usually serve as the Major Advisor throughout the student's graduate studies. Any faculty member who has been appointed to the Graduate Faculty may serve as major advisor for a Master's and/or PhD student. The Advisory Committee is usually comprised of the Major Advisor and two Associate Advisors, one of whom is outside the student's home division.

The Major Advisor must be willing and able to direct the advisee's thesis and/or dissertation and give such help and advice as are necessary to promote the advisee's progress. The director of an advisee's thesis and/or dissertation must be the Major Advisor. The responsibilities of a Major Advisor for the advisee can be terminated when the latter voluntarily becomes inactive as a student for a semester, when the Major Advisor leaves the department and/or decides they can no longer mentor the advisee, when arrangements are made for the appointment of a new Major Advisor, or when the Advisory Committee, in keeping with the regulations of the Graduate School, recommends that the student's program of study be terminated. A change in a graduate student's Major Advisor is made with the mutual agreement of the student and the new Major Advisor, by filing the relevant form with the Graduate School.

Graduate students may ask the Head of their Division (Division A) to allow someone who is a primary member of another Division (Division B) to serve as their Major Advisor. Granting such permission does not differentiate that student from other students in that Division (Division A) either financially or academically. In this case the student's two Associate Advisors may both be from within the student's Division or one can be from within the Division and one from outside the Division.

B. Associate Advisors of Master's and Ph.D. Candidates

When a faculty member agrees to serve as an Associate Advisor for a master's or Ph.D. student, that Advisor is expected to participate actively in the planning of the thesis or dissertation proposal. He or she must also review the thesis or dissertation prior to the oral defense. All advisors must be present at the oral defense.

¹ In some cases, the Major Advisor's role is initially assumed by the Division Head as a matter of convenience.

IV. TRANSFERRING FROM ONE DIVISION TO ANOTHER

Students wishing to transfer from one Division to another should discuss this with their current Major Advisor. The Division the student wishes to join must be willing to accept the student and to assume responsibility for the student's academic and research plan. Financial support is usually assumed by the new Division and Major Advisor; however alternative arrangements are possible if mutually agreed upon by the two Divisions.

V. FEEDBACK MECHANISMS/GRIEVANCE PROCEDURES

Faculty members are obligated to provide periodic feedback to students. Feedback is constructive information about a student's progress. In some divisions (i.e., Clinical), feedback will address both academic progress and personal-stylistic concerns that affect a student's professional functioning.

Feedback should follow certain guidelines that help ensure students' rights to due process in evaluation. Feedback shall (a) be provided in a periodic and timely manner, (b) consist of evaluation of both academic and research progress.

Grievances may arise from failure to agree about feedback or may result from a student's perception about being mistreated. The philosophy of the department is to settle grievances in a collegial manner that respects the rights and obligations of the contending parties.

A student who has a grievance should follow this procedure:

1. The student first goes to his or her Major Advisor and presents the grievance. The advisor will attempt to settle the matter to the satisfaction of the student.
2. If satisfaction is not achieved, the student next meets the Head of the Division. The Division Head attempts to resolve the matter.
3. If that fails, the student then goes to the Department Associate Head for Graduate Studies. The Associate Head then attempts to settle the issue.
4. If Step 3 fails, the student may file a complaint with the Graduate School following the Complaint Resolution Procedure outlined in the Graduate Catalog.

VI. FINANCIAL SUPPORT FOR GRADUATE STUDENTS

A. General Policies

Two categories of financial support are available to help defray the cost of graduate education. One type is based on student financial need, the other is based on academic merit. More than one type of aid may be given concomitantly to a particular student.

1. **Financial Need-Based Awards:** The following types of aid require that the applicant complete the Free Application for Federal Student Aid (FAFSA) as well as the UConn Office of Student Financial Aid Services Graduate Enrollment Form. UConn's on-time application deadline for continuing graduate students is March 1 each year; newly admitted students must apply by May 1 or by the date of their admission. Forms of aid provided under this category include:

- Federal Work-Study
- Federal Direct Stafford Loans
- Federal Direct PLUS Loans (not need-based however FAFSA is required)
- UConn Tuition Remission Grants

Information may be obtained on the Office of Student Financial Aid Services graduate student webpage. Anyone who believes he or she qualifies should apply. Aid of the types listed above can only be awarded to students who have gone through the qualifying process.

2. Academic Merit-Based Awards: The following sources of aid do not require proof of financial need.

- Graduate Assistantships (Teaching or Research)
- Pre-doctoral Fellowships
- Summer Fellowships
- Dissertation Fellowships
- Multicultural Fellowships
- Special graduate fellowships
- Graduate School Travel Funding
- Traineeships
- Department Travel Funding
- Department Workshop Funding

These awards may encompass different requirements: see below, the Graduate Catalog, and/or external funding agency requirements.

Additional information may be obtained on the Graduate School website.

- a. Students admitted as candidates for a terminal M.S. degree are not eligible for departmental financial support.
- b. Graduate Assistant (GA) positions provide teaching (teaching assistantship: TA) or research (research assistantship: RA) support to the University. The terms and conditions of GA positions are contained in the collective bargaining agreement between the University of Connecticut and the Graduate Employee Union (see <http://www.uconngradunion.org/> for additional information).
- c. Doctoral Dissertation Fellowships are awarded by the Graduate School on a semi-annual basis. (Application deadlines are typically late-November and mid-May.) Graduate School application requirements include: documentation of successful completion of the General Examination; submission of a Dissertation Proposal (ready for full approval by the Graduate School and including full and current IRB or IACUC approval for the use of any human and/or animal subjects involved in the research or SCRO approval for the use of any human stem cell); and total personal income below a specified threshold. Full information and requirements can be found on the following Graduate School webpage: <http://grad.uconn.edu/financial-resources/internal-funding-opportunities/semi-annual-doctoral-dissertation-fellowship-program/>.

In addition to the Graduate School requirements, there are specific *departmental* processing requirements for Doctoral Dissertation Fellowship applications. Psychological Sciences Department applicants must submit the following documents directly to the department Graduate Program Coordinator (BOUS Room 101C) two weeks prior to the Graduate School deadline: A completed Graduate School application form (available from the Graduate School website indicated above), a statement from their Major Advisor evaluating their performance in general and the adequacy of their proposal in particular, and a copy of the student's C.V. The application form will then be signed by the Associate Head for Graduate Studies and submitted to the Graduate School on the student's behalf. (Students should not submit the application form directly to the Graduate School.)

- d. Individual faculty members of the Psychological Sciences Department should not seek funds for student support directly from University sources such as Deans or Vice Provosts. Rather, these requests should be channeled through the Department Head.
- e. Summer Fellowship holders are normally required to remain on campus while they hold the Fellowship and they must be making progress toward their degree. However, they may be allowed to be elsewhere if the Major Advisor attests that they can make better progress by being elsewhere.

A graduate student is permitted to work more than 20 hours per week only with the approval of the student's Advisory Committee and the permission of the Dean of the Graduate School.

B. Departmentally-Sponsored Remunerative Positions

1. Appointments to departmentally sponsored remunerative positions are made on a competitive basis. The primary purpose of these positions is to aid graduate students in their pursuit of professional education.
2. Students for whom English is not a native language must demonstrate English Proficiency in order to be eligible to hold a teaching assistantship position. Please see the University of Connecticut English Proficiency policy for TAs for additional information. Such students must obtain certification of English proficiency by April 30th of the first year of study, in order to remain eligible for departmental support beyond their first year. (Note: In the case of a student who is not being supported by TA funding in the first year, to become eligible for TA funding in future years, the student would be required to demonstrate English proficiency by April 30th of the academic year prior to the academic year in which they intend to first hold a TA position.)
3. The department encourages students to serve as teaching assistants (TAs) and instructors of record (IORs) especially in courses related to their doctoral studies. Such experience can facilitate their post graduate careers. Students admitted with funding will normally be eligible for Departmental support (e.g. TAs and Pre-Doctoral Fellowships) for a maximum of ten semesters from the time they are admitted to a graduate program in Psychological Sciences. Exceptions to the above include:
 - a. Students in Clinical Psychology and Industrial/Organizational Psychology (I/O) who go on an external internship during their first ten semesters will be granted an extension in

Departmental support by one or two semesters, depending on the length of their external internship.

- b. In all other instances, for students to be eligible for Departmental funding beyond the above stated maximums, the student's Major Advisor or Division Head must request this extension from the Associate Head for Graduate Studies. In doing so, the faculty member will be expected to document that the student is making satisfactory progress toward the Ph.D. Normally, satisfactory progress will include, at a minimum, having completed a Master's thesis or its equivalent, having passed the General Examination, and having a Dissertation Proposal approved by the dissertation Advisory Committee and the Graduate School. If extended eligibility is granted, the Associate Head for Graduate Studies will notify the Department Head, and Departmental funding may continue for a maximum of two additional semesters.
5. Students will normally first serve as TAs for PSYC1100 or PSYC1103. Students with satisfactory teaching evaluations will then be given the opportunity to serve as TAs in upper level classes and as IORs. When assigning TA positions consideration will be given to student's experience and preferences, however final allocation will also be based on faculty requests and the needs of the Department.
6. Students who have questions or concerns about the assignments given in their TA/RA Offer Letter, need to address these issues with their Major Advisor and Division Head. If necessary, the Division Head will then make recommendations to the appropriate staff member and/or Associate Head for Research and Resources.
7. **Performance of Duties by Graduate Students:** Assistantships are important duties that must be carried out responsibly. Students must perform these duties, as indicated in the Supplemental Description of Duties form. For more information about assistantships' right and responsibilities review the collective bargaining agreement between the University of Connecticut and the Graduate Employee Union (see <http://www.uconngradunion.org/>).

All Teaching Assistants (TAs) are assigned proctoring duties in addition to their regular TA assignments. The graduate student TA Coordinator coordinates proctoring assignments. Proctoring is an important TA responsibility; failure to meet proctoring assignments can have undesirable consequences for the professor and the students. Missed proctoring assignments may be penalized with loss of eligibility to apply for Departmental travel funding, as outlined below:

- a. Major Advisor, Division Head, Associate Head for Research and Resources, and Department Head will be informed of all missed assignments.
- b. 1st Missed Assignment:
The amount of Departmental travel funding that the Graduate Assistant is eligible to apply for is reduced by 50% (in current academic year if missed assignment occurred in Fall semester; in following academic year if missed assignment occurred in Spring semester).
- c. 2nd Missed Assignment:

The amount of Departmental travel funding that the Graduate Assistant is eligible to apply for is reduced by 100% (in current academic year if missed assignment occurred in Fall semester; in following academic year if missed assignment occurred in Spring semester).

Appeals based on extenuating circumstances may be brought to the Associate Head for Research and Resources for consideration. For additional information on proctoring responsibilities please see the “Proctoring FAQs” and “Departmental Policy Regarding Proctoring Assignments” documents, available from the TA Coordinator.

C. External Funding Sources

1. In general, it is the responsibility of the student to identify potential external sources of funding. In some cases, for large or common fellowships, a notice will go out to graduate students from the Department.
2. If an external funding competition limits the number of applications per department, **the deadline to submit applications to the department for ranking/nomination is two weeks prior to the external agency deadline**. Applications should be submitted to the Graduate Program Coordinator.

VII. DEPARTMENTAL ORGANIZATION

The department is organized into six Divisions, each administered by a Division Head. A list of the Divisions follows. Below each is listed the Concentration(s) administered by that Division and the faculty members who are primary members of that Division.

A. Behavioral Neuroscience

1. Areas of Concentration: a. Behavioral Neuroscience b. Neurosciences
2. Faculty:
Robert Astur (Waterbury)
James Chrobak (Assoc. Head, Undergrad. Studies)
R. Holly Fitch
Etan Markus (Assoc. Head, Grad Studies)
Heather Read
John Salamone (Head)
Ian Stevenson
Harvey Swadlow
Maxim Volgushev

B. Clinical Psychology

1. Area of Concentration: Clinical (optional sub-concentrations in Child Clinical, and Clinical Neuropsychology, as well as department-wide certificates in Health Psychology and Quantitative Methods can be decided at a later time, in consultation with major advisor)
2. Faculty:
Marianne Barton** (Director of Clinical Training)
Jeffrey Burke
Chi-Ming Chen
Dean Cruess
Inge-Marie Eigsti
Deborah Fein (Head)
Juliane Fenster**
Amy Gorin
Stephanie Milan
Crystal Park
Kimberli Treadwell (Waterbury)
Michelle Williams
Monnica Williams

C. Developmental Psychology

1. Area of Concentration: Developmental
2. Faculty:
Marie Coppola
Kimberly Cuevas (Waterbury)
James Green (Dept. Head)
Nicole Landi
Umay Suanda
Letitia Naigles (Head)
Adam Sheya
Rhiannon Smith

* Research Professor

** Clinical Professor

D. Industrial/Organizational Psychology

1. Area of Concentration: Industrial and Organizational
2. Faculty:
Janet Barnes-Farrell (Assoc. Head, Research & Resources)
Robert Henning
Vicki Magley (Head)
Steven Mellor

E. Perception-Action-Cognition

1. Areas of Concentration: a. Ecological Psychology b. Language and Cognition
2. Faculty:
Gerry Altmann
Tehran Davis
James Dixon (Head)
Till Frank
Edward Large
James Magnuson
Emily Myers
Kenneth Pugh
Jay Rueckl
Whitney Tabor
Eiling Yee

F. Social Psychology

1. Area of Concentration: Social
2. Faculty:
Jeffrey Fisher
Frederick Gibbons
Blair Johnson
Seth Kalichman
Colin Leach
Kerry Marsh (Hartford)
Felicia Pratto (Head)
Diane Quinn
Nairan Ramirez-Esparza

G. Support Staff

Executive Assistant:	Jacqueline Soroka
Administrative Manager:	Carol Valone
Clinical Training Program & PSC Administrative Manager:	Debra Vardon
Program Assistant:	Rachel Borden
Financial Assistant:	Linda Anievas
Graduate Admissions/Program Coordinator:	TBD
Undergraduate Academic Advisor I:	Sarah Scheidel
Undergraduate Academic Advisor II:	TBD

VIII. THE MASTER'S PROGRAM

Students enrolled in all PhD program Concentrations except Ecological Psychology are expected to complete a Master's degree as part of the PhD program. (Students who enter the PhD program with a Master's *might* be eligible for a waiver of the Master's requirement by the Division Head of the relevant Concentration.)

Note: Information on the Master's program is also accessible online in the [academic sequence guide](#)

The Master's program requires a minimum of 30² course credits. Ordinarily, the Master's degree should be completed within three years; all work for the Master's degree must be completed within six years.

To become a candidate for a master's degree, the student must file an approved [Master's Plan of Study](#) form with the Graduate School. The Plan of Study will officially establish the Advisory Committee (see below) and indicate the courses that will comprise the Master's program (see Requirements below). The Advisory Committee should be established and the Plan of Study filed with the Graduate School before 12 credits of degree program coursework have been completed.

Once a Master's Plan of Study form has been filed with the Graduate School, any changes to the Plan (coursework, switching from Plan A to Plan B) must be reported to the Graduate School using the [Request for Changes in Plan of Study form](#).

A. The Advisory Committee

The student's Advisory Committee shall include at least three members, namely:

1. The Major Advisor
2. One Associate Advisor who, with the Major Advisor, is a faculty member in the graduate student's area of Concentration.
3. An Associate Advisor, not in the student's Division. This person may be from another Division in the Department or, with proper qualifications, may be from another department in the University or from outside the University. If the Associate Advisor is NOT a University of Connecticut faculty member, a written request to have the external advisor appointed to the committee must be submitted by the Major Advisor to the Graduate School and the Psychology Graduate Program Coordinator. A copy of the external advisor's CV must accompany the request.

The Graduate School needs to be notified of any changes in the student's Advisory Committee. To change *Major Advisor*, a [Change of Major Advisor form](#) should be completed and submitted to the Graduate School as well as the Psychology Graduate Coordinator. Requests for changes in Associate Advisor must be submitted to the Graduate School on the [Request for Changes in Plan of Study form](#).

B. Program Requirements

The Graduate School offers two types of master's programs: Plan A (Thesis) and Plan B (Non-Thesis). PhD students in the Psychological Sciences Department are typically expected to

² Students starting the graduate program before Fall 2017 are required a minimum of 24credits only

complete a Plan A (Thesis) master's as part of the PhD program. In some situations, a Division may decide to allow a student to complete a Plan B master's instead of a Plan A master's. This decision is up to the discretion of the Major Advisor and Division Head. A description and requirements of each Plan are indicated below.

1. Plan A (Thesis)

This plan emphasizes research activities and requires the following:

- a. **Coursework** - a minimum of 30 course credits which must include:
 - i. PSYC 5104 [minimum grade of B- required for students completing the PhD]
 - ii. GRAD 5950 or 5960 - Master's Thesis Research (minimum of 9 credits)
- b. **Thesis** - information on the [preparation](#) and [submission](#) of the Master's thesis can be found on the [Graduate School website](#).
- c. **Final Exam** - Near the close of the candidate's period of study – not later than one year after the completion of coursework or the thesis – the student must pass a final examination under the jurisdiction of the advisory committee. This will be an oral examination (defense) based on the candidate's thesis and issues relevant to the thesis. The Department recommends an email announcement of the defense be sent to all faculty and graduate students and a working copy of the thesis be submitted to the Graduate Program Coordinator approximately two weeks prior to the defense. Procedures for the oral defense are outlined in a checklist available from the Department website or the Department Program Coordinator.

After the examination has been completed the results must be communicated to the Graduate School using the [Report on the Final Examination for the Master's Degree](#) form as well as a copy of the form submission to the Psychology Graduate Program Coordinator.

2. Plan B (non-Thesis)

This plan emphasizes comprehensive understanding of a more general character than the thesis plan and requires the following:

- a. **Coursework** - a minimum 30 credits of advanced coursework which must include:
 - i. PSYC 5104 [minimum grade of B- required for students completing the PhD]
 - ii. PSYC 5800 - Research in Psychology (minimum 3 credits). The research project must be approved by the student's Advisory Committee. A formal written report of the project is required.
- b. **Final Exam** - Near the close of the candidate's period of study – not later than one year after the completion of coursework – the student must pass a final examination under the jurisdiction of the Advisory Committee. The examination is arranged by the Major Advisor with the assistance of the Associate Advisors. It should serve both to test the adequacy of the student's mastery of the areas of study and the student's competence to undertake a Ph.D. program. Several types of examination may be given. The following are possible alternatives:
 - i. A written examination.

- ii. The candidate may be given a suitable journal article and allowed a day in which to prepare:
 - a) Summary
 - b) Critical appraisal
 - c) Outline of a research study suggested by the article
- iii. An oral examination similar to that of Plan A.

After the examination has been completed the results must be communicated to the Graduate School using the Report on the Final Examination for the Master's Degree form, a copy should also be submitted to the Psychology Graduate Program Coordinator.

IX. THE PH.D. PROGRAM

Note: Information on the PhD program is also accessible online in the [academic sequence guide](#)

A. The Advisory Committee

The Advisory Committee shall comprise at least three members. The advisors shall include:

1. The Major Advisor
2. One Associate Advisor who, with the Major Advisor, is a faculty member in the graduate student's area of Concentration.
3. An Associate Advisor, not in the student's Division. This person may be from another Division in the Department or, with proper qualifications, may be from another department in the University, or from outside the University. In the latter case, a written request to have the external Associate Advisor appointed to the committee must be submitted by the Major Advisor to the Graduate School. The request must be accompanied by the CV of the external Advisor.

The Major Advisor must be a member of the Graduate School Faculty and must be approved to direct dissertations in the student's Field of Study and area of Concentration. However, it sometimes happens that someone not meeting these criteria actually functions as Major Advisor and the Divisions wish to recognize this fact. This can be done by listing the *de facto* advisor as an Associate Advisor and including the phrase "Dissertation Director" preceding his or her signature.

The Advisory Committee is officially established by filing the PhD Plan of Study form with the Graduate School (see B. below). The committee should be established and the Plan of Study filed with the Graduate School before 18 credits of degree program coursework have been completed.

Once a PhD Advisory Committee has been established, any changes in the membership of the committee must be approved by the Graduate School. To change *Major Advisor*, a [Change of Major Advisor form](#) should be completed and submitted to the Graduate School and the Psychology Graduate Program Coordinator. Requests for changes in *Associate Advisor* must be submitted to the Graduate School on the [Request for Changes in Plan of Study form](#).

B. Ph.D. Plan of Study

The Graduate School requires that a [PhD Plan of Study](#) form, signed by all members of the PhD Advisory Committee, be submitted to the Graduate School and the Psychology Graduate Program Coordinator for approval no later than when 18 credits of coursework have been completed. The Psychological Sciences Department requires that the Ph.D. Plan of Study and accompanied breadth of studies form also be signed and approved by the Associate Head for Graduate Studies before it is submitted to the Graduate School. Please see the [Graduate Catalog](#) for complete details of Graduate School requirements.

The department requires 15 credits of Doctoral Dissertation Research (GRAD 6950 or GRAD 6960), plus 15 credits of PhD content coursework including 9 credits of breadth courses and varying divisional course requirements. In addition to those requirements, students must complete two statistical courses PSYC 5104 and PSYC 5105. One or both statistical courses may be waived under [certain conditions](#).

The PhD Plan of Study should include the following to satisfy Psychological Sciences Department requirements:

1. **Predissertation Research:** At least one completed research project. This requirement can be met by a Master's thesis or by a minimum of six credits of PSYC 5800 when appropriate.
2. **Breadth of Training:**

In order to expand the student's knowledge beyond their specific area of study, a minimum of nine credits (typically three courses) of graduate work outside the student's Division is required. Usually any graduate class outside the student's Division or the department will count as breadth, assuming it meets the following guidelines:

 - a. No more than one breadth course may be taken with any one instructor, aside from classes listed in (c and d) below.
 - b. PSYC 5104 and PSYC 5105 may not be used for breadth.
 - c. No more than two quantitative courses, defined as courses that count for the Graduate Certificate Program in Quantitative Research Methods, may be used for breadth (e.g. EPSY 6637 Item Response Theory; EPSY 6611 Logistic and Hierarchical Linear Models; EPSY 6615 Structural Equation Modeling; MGMT 6206 Applied Research in Management (Seminar in Multi-Level Theories, Methods, and Analyses in Management-Mathieu; PSYC 5131 Meta-Analysis: Theory & Practice; PSYC 5332 Research Design & Test Construction; PSYC 5470 Longitudinal Data Analysis; PSYC 5701 Experimental Social Psychology; PSYC 5702 Field Research Methods; PSYC 5554 Advanced Nonlinear Dynamics; PSYC 5670 Current Topics (Measurement Theory & Practice); PSYC 5670 Current Topics (Multivariate Approaches to Survey Data); PSYC 6130 Measurement and Scaling; PUBH 5434 Topics in Intermediate Biostatistics; PUBH 5435 Statistical Methods in Epidemiology; SOCI 5203 Quantitative Research I; STAT 3375Q Introduction to Mathematical Statistics; STAT 5825 Applied Time Series)
 - d. The following classes will count as breadth for students in all Divisions, regardless of the instructor:
 - PSYC 5xxx Grant Writing

- PSYC 5100 History of Psychology
 - PSYC 5140 Foundations in Neuropsychology
 - COGS 5001 Cog. Sciences Proseminar
 - PSYC 5285 Neurobiology of Aging: Changes in Cognitive Processes
- e. Three credit hours of PSYC 5801, taken with a faculty member outside the student's Division, will meet Department breadth requirements as one course. However, the Head of that faculty member's Division must consent to this.
 - f. Students in the Perception, Action, Cognition Division who are in the Language and Cognition Concentration may use courses given by the Ecological Psychology faculty as breadth courses. Students in the Ecological Psychology program may, likewise, take courses offered by the Language and Cognition faculty to fulfill the breadth requirement.
 - g. Upper level undergraduate classes in other departments and other courses may be considered for breadth on a case by case basis. Requests should be submitted to the Associate Department Head/Coordinator of Graduate Studies for consideration.
 - h. Courses in other departments that are cross-listed as PSYC courses will not count as breadth if the PSYC version of the course is in the student's Division, even if the student registers for the course under the external department course number. (ex: BME 6086, cross-listed as PSYC 5270 will not count for BNS students.)
 - i. Students entering the program with a master's from a **different (Psychology or non-Psychology) department or division may have up to 6 breadth credits waived (up to two classes)**. Requests should be submitted via email to the Associate Head for Graduate Studies for consideration.
 - j. A grade of at least C+ must be earned in all courses elected for the purpose of meeting the Departmental breadth requirement.
 - k. If, in undertaking to meet the breadth requirement, a student fails to earn a grade of at least C+ in any one course, but earns an overall average grade greater than C+, that student may submit a request to the Associate Department Head/Coordinator of Graduate Studies for a review of his or her case. This must be done at least one month in advance of the General Examination.
 - l. The breadth requirement should ordinarily be completed in or before the semester in which the student takes the General Examination.
3. **Quantitative Methods [Related Area Requirement]:** PSYC 5104 and PSYC 5105 are required to be taken by all graduate students. (Students completing a Master's as part of the PhD program will take PSYC 5104 as part of the Master's program.) A grade of at least B- must be earned in both courses to meet Department requirements for the PhD. If a student has had no previous experience or if a student feels they need to review undergraduate statistics, STAT 1100Q should be taken on an audit basis before taking PSYC 5104.

PSYC 5104 covers foundational statistical methods needed for behavioral research including analysis of variance.

PSYC 5105 builds on the methods taught in PSYC 5104 providing students with an introduction to multiple regression, factor analysis, SEM, and related techniques.

The six required credits of Quantitative Methods should be listed on the Ph.D. Plan of Study in the “Related Area” section and do not count towards the breadth requirement or minimum number of required PhD credits and should not be listed in the PhD Plan of Study “Coursework” section (page 2).

Students who have taken statistics coursework prior to their enrollment in the PhD program, may be eligible for a waiver of one or both of the Quantitative Methods courses. A “Course Waiver Request Form” may be obtained from and returned to the Graduate Program Coordinator and must be approved by Associate Head for Graduate Studies. Please note that students requesting a waiver are required to attend the course until a waiver is approved. Waivers must be requested within the first week of classes so they can be approved prior to the add/drop deadline (usually 10th day of classes). If the waiver is approved, the student must drop the course by the deadline or they will receive a “W” grade.

4. Licensure Requirement:

Students interested in licensure should contact their program for details on APA recommendations and relevant courses offered by the department.

Once a [PhD Plan of Study](#) form has been filed with the Graduate School, any changes to the plan must be reported to the Graduate School using the [Request for Changes in Plan of Study](#) form.

C. General Examination

The General Examination may not be taken before the Ph.D. Plan of Study has been approved.

The General Exam is scheduled by each Division for its own students. Please inform yourself about the time when it is given in your Division.

The General Examination is under the jurisdiction and control of the student’s Advisory Committee, which in practice follows Division rules. The General Examination will be over a designated field of knowledge rather than a review of previously taken courses.

Once the student has successfully completed the General Exam, a [Report on the General Examination for the Doctoral Degree](#) form, including the names of the (at least five) participating faculty members, must be completed and signed by the **Ph.D. Advisory Committee**, then submitted to the Graduate School and a copy of the form should also be submitted to the department Graduate Program Coordinator.

Should the student fail the examination, under normal circumstances he or she will be allowed to retake the examination when it is given next. A student who has failed the examination twice will be permitted to take it a third time only under unusual circumstances with the agreement of both the Advisory Committee and the Division Head.

D. Dissertation Proposal

Before dissertation research is undertaken, a research proposal must be approved and submitted to the Graduate School on the required forms. The Proposal should include the scope and content of the research to be conducted.

1. Students must adhere to all Graduate School regulations pertaining to ethical treatment of human participants and animal subjects. If human or animal subjects will be involved in the dissertation research, the student must receive approval from the Institutional Review Board and/or Institutional Animal Care and Use Committee (<http://compliance.uconn.edu/>) before any research is conducted.
2. The graduate student should submit a detailed written Proposal to the members of the Advisory Committee, **meet with the committee as a group** to discuss the Proposal, and secure the written approval of the Proposal by the advisors.
3. The proposing student's Division Head (or Advisory Committee with approval of the Division Head) then selects two Reviewers, who are experts in the field **and are not members of the Advisory Committee**, to conduct a critical evaluation of the Proposal. **The Department requires at least one Reviewer be a member of the UConn Graduate Faculty; the Graduate School encourages the use of at least one Reviewer from outside the University.** [Note: Individual Divisional programs may have policies in addition to those listed here; please check with your Advisor/Division Head for details of the Proposal procedures in your program.]
4. There are two forms which must be completed as part of the Proposal approval process ([one Psychological Sciences Department form](#) and one [Graduate School form](#)):
 - a. "Report of Meeting to Approve a Proposed Dissertation" – This is a Psychological Sciences Department form and should be obtained from the [Department website](#) or Graduate Program Coordinator (psychgrad@uconn.edu). The Division Head will sign this form to indicate approval of the Reviewers and the Reviewers will sign this form to indicate their approval of the Proposal.
 - b. "Dissertation Proposal for the Ph.D. Degree" – This is a Graduate School form and should be obtained from the [Graduate School website](#). (Instructions for preparing the Proposal document are provided with the Graduate School form.)

Once the Proposal meeting has been held, the Proposal has been reviewed and approved by the Reviewers, and signatures of the Advisory Committee, Division Head, and two Reviewers have been obtained as required on the two forms, both forms plus a copy of the Proposal document and IRB approval, must be submitted to the Associate Head for Graduate Studies for final Departmental approval and signature.

Once all approvals have been obtained, the Proposal packet (containing the Graduate School Proposal coversheet, IRB/IACUC approval letter (if applicable) and Proposal text) must be submitted to the Graduate School. The *original* of the Department Proposal Form plus a *copy* of the Graduate School form should be submitted to the department Graduate Records Coordinator.

The Dissertation Proposal should be written, reviewed, and fully approved before preparation of the dissertation is well underway. The Proposal should be submitted to the Graduate School for final review at least six months before the expected date of degree completion and by the time

the student has completed the ninth (9th) credit of GRAD 6950 or 6960. Receipt by the Graduate School of the approved Dissertation Proposal and any required IRB, IACUC, or SCRO approval is a basic requirement for eligibility to schedule the Oral Defense of the dissertation and for conferral of the doctoral degree.

Upon approval of the Plan of Study, passing of the General Examination (including submission of the General Exam form to the Graduate School), and approval of the Dissertation Proposal by the Graduate School, the student becomes a Candidate for the degree of Doctor of Philosophy.

E. Dissertation

1. Before concluding the research phase of the dissertation, the graduate student should obtain the formal approval of all the Advisors of the adequacy of the data and the treatments applied in analyzing the results.
2. Before preparing the final copy of the Dissertation, the graduate student should have a final draft formally approved by all the advisors

F. Final Ph.D. Oral Defense

What must be done before, during, and after the final Ph.D. Oral Defense constitutes a rather complicated pattern. These procedures are described in what follows, and they are also outlined in a checklist. The student or Major Advisor should obtain the Departmental “Dissertation Defense Form” and a copy of the checklist from the Department website or the Graduate Program Coordinator (psychgrad@uconn.edu), and should follow the procedures outlined.

1. Before the Defense

- a. Agreement to attend the Oral Defense should be obtained (a) from all members of the Advisory Committee and (b) from two other faculty members (Examiners). **The Major Advisor will assist the student in obtaining the signatures on the Dissertation Defense form of faculty members agreeing to attend the examination.** Should he or she encounter difficulty in enlisting faculty members to serve, then the aid of the Associate Head for Graduate Studies should be sought. (Please note: The two additional Examiners are not the same as the Reviewers of the Proposal. The Proposal Reviewers can act as defense Examiners but are not required to do so.)
- b. The completed “Dissertation Defense Form” should be submitted to the Department Graduate Program Coordinator at least 7 days before the examination. **The Major Advisor will assist the student in posting an announcement of the defense on the UConn Events Calendar and cross listing the event on the Psychological Sciences Department Calendar at least two weeks prior to the defense.** (Instructions for calendar submission can be found at: <http://grad.uconn.edu/current-students/doctoral-degree-program/dissertation-information/>.) The student or Major Advisor should also notify the Department Graduate Program Coordinator of the defense at least two weeks in advance. The Graduate Program Coordinator will send an email announcement of the defense to the faculty and graduate student listservs.
- c. A working copy of the dissertation, meeting Graduate School requirements, should be emailed to the Graduate School (and the Department Graduate Program Coordinator) at least two weeks prior to the oral defense. A “Tentative Approval Page” indicating the student’s

affirmation that all Advisory Committee members have tentatively approved the dissertation, must also be submitted to the Graduate School two weeks in advance. (The “Tentative Approval Page” and Graduate School requirements for the dissertation are available on the following Graduate School webpage: <http://grad.uconn.edu/current-students/doctoral-degree-program/dissertation-information/>).

2. During the Examination

The Department of Psychological Sciences makes the following recommendations regarding the procedures to be followed during the final Ph.D. oral examination.

- a. Invited guests like family members are allowed to attend a dissertation defense, but only during the formal presentation. Attendance at the questioning period should be limited to faculty members, other experts and students in the program.
- b. The Major Advisor should control proceedings, such as establishing the rules to be followed and recognizing questioners, limiting the amount of talking by a single person, and restricting the total time of the examination to a reasonable limit. The candidate should not conduct his or her own final oral examination.
- c. Faculty members should be allowed to ask questions first. Since the Advisory Committee will have had many opportunities to interact with the candidate during the course of the preparation of the dissertation, the Committee may wish to grant other members of the faculty at least equal priority in questioning at the time of the examination. If graduate students are permitted to question the candidate, that should occur when **all** faculty members are finished.
- d. Comportment should be in keeping with the serious matter of granting the highest degree a university can confer. One implication of this is that cheers or other expressions of approval or disapproval should not be permitted.
- e. The Advisory Committee will decide whether the student has passed or failed. In reaching this decision, the Committee will take the opinions of the Examining Committee into account.

3. After the Examination Has Been Passed

- a. Two copies of the “Report on the Final Examination for the Doctoral Degree” form are completed and signed by the Advisory Committee. One copy should be submitted to the Graduate School with the Dissertation Submission Checklist (see: <http://grad.uconn.edu/wp-content/uploads/sites/1635/2016/05/dissertationsubmissionchecklist.pdf>) and one copy should be submitted to the department Graduate Program Coordinator (Virginia White, Room 101C). (This form is available on the Graduate School.)
- b. At least two copies of the dissertation “Approval Pages” must be signed by members of the Advisory Committee. One copy is submitted to the Library with the hard copy of the final dissertation and one copy must be submitted to the Graduate School with the Dissertation Submission Checklist. (The format for the “Approval Page” and the final copies of the dissertation can be found at the following website: <http://grad.uconn.edu/current-students/doctoral-degree-program/specifications-for-doctoral-dissertation-preparation/> or at the Graduate School.)

- c. One electronic copy of the dissertation must be submitted to Digital Commons. One hard copy of the dissertation, unbound and printed on the required paper, must be submitted to the Library. Please see <http://grad.uconn.edu/current-students/doctoral-degree-program/dissertation-information/> for specific dissertation submission procedures.
- d. Information regarding additional forms required by the Graduate School can be found at <http://grad.uconn.edu/current-students/doctoral-degree-program/dissertation-information/> or by contacting the Graduate School at gradschool@uconn.edu or 860-486-3617.

X. ADDITIONAL PROGRAMS

The following additional programs are listed because they are relevant to Psychological Sciences graduate students. They may be partly administered by members of the Psychological Sciences Department.

A. Graduate Certificate Programs

The Graduate School now offers multiple graduate certificate programs. These are coherent courses of study offered by one or more departments. Students must apply for the Certificate programs through the Graduate School online application system (<http://grad.uconn.edu/prospective-students/applying-to-uconn/certificate-programs-checklist/>) and be formally admitted to the Certificate program. A certificate is awarded to the student who has been admitted to the program, completed the required coursework, and submitted an approved [Plan of Study](#) and completion paperwork to the Graduate School and apply for the degree in Student Admin. There are three graduate certificate programs currently offered by the Psychological Sciences Department. They are the following:

1. Health Psychology
2. Occupational Health Psychology
3. Quantitative Research Methods

Requirements for admission and completion of the Psychological Sciences Department Certificate programs can be found on the individual program webpages on the Psychological Sciences Department website: <http://grad.psych.uconn.edu/prospective/certificate/> (Note: Students currently enrolled in a graduate program may request a waiver of the application fee by contacting the Graduate School (860-486-3617)).

B. Master of Science (M.S.) degree in Clinical & Translational Research

This is a practically-oriented program. It is intended to teach students already enrolled in higher degree programs (e.g., M.D., Ph.D.) the applied aspects of their research. It involves members of the Psychological Sciences Department and Medical School faculty. This M.S. program may satisfy the master's degree required by most Psychological Sciences Department PhD programs.