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I. Graduate Students

A. Admission to Graduate Work

1. All applications for graduate work in psychology (regardless of area affiliation) are currently made electronically. Admission is for the Ph.D. degree only. Applications are made to the individual graduate areas of specialization.

2. Official correspondence with applicants for graduate work (e.g., letters of admission and offers of financial aid) is handled by the Department Chair, assisted by the Coordinator of Graduate Admissions. Answers to routine inquiries are usually handled by the Coordinator of Graduate Admissions or area staff.

3. Psychology graduate program information, admission requirements, and application materials are available on the department website at http://www.psych.umn.edu. The revision of the graduate program information and application materials available on the web is under the supervision of the Coordinator of Graduate Admissions and the Director of Graduate Studies (DGS).

4. The graduate areas of specialization to which a prospective student can apply are listed in the Departmental Application for Graduate Work, and consist of the following areas:

   Clinical Science and Psychopathology Research (CSPR)
   Cognitive and Brain Science (CAB)
   Counseling Psychology
   Personality, Individual Differences, and Behavioral Genetics (PIB)
   Biological Psychopathology (PB)*
   Industrial and Organization Psychology
   Social Psychology

   *BP is administratively a training track within the PIB program

5. Submitted applications are first reviewed by the Coordinator of Graduate Admissions for completeness.

6. Completed applications are forwarded to the applicant’s chosen interest area. Area faculty members review the applications using area-specific procedures. Each area then makes admissions recommendations to the Graduate Admissions Committee in conformance with Department and CLA policies. The Graduate Admissions Committee reviews the subset of applications forwarded by each area and evaluates each one in relation to departmental admissions standards and guidelines. These standards are based on consideration of the applicant’s GRE scores, undergraduate GPA, letters of recommendation, and relevant experience in relation to the proposed area of study. The committee then forwards its final recommendations back to each area and to the Department Chair. Individual faculty members may not admit students.

7. Each graduate area is allocated a target number of admissions each year. The targets are set by the Department Chair within the overall admissions target established by the CLA.

8. Admission of non-native English speakers must conform to current departmental and University policies.

B. Graduate Student Funding

1. Graduate students are admitted with a guarantee of five years of academic-year (i.e., 9 month) funding contingent on satisfactory progress toward the degree (see Graduate Adviser Handbook for a summary of degree requirements).

2. Sources of funding vary. Accepted applicants may be nominated by faculty for research assistantships, teaching assistantships, CLA or Department Fellowships, Diversity of Views and Experiences (DOVE) Fellowships, or other available fellowships. The files of these applicants are forwarded by each Area Director to the Coordinator of Graduate Admissions, who then makes them available for review by the Graduate Admissions and Funding Committee (GAC). The GAC first determines whether an applicant meets departmental standards for admission and then ranks the nominations for the various fellowships and support packages. The number of nominations the department may submit for College or University fellowships is generally dictated by the College or University.

C. Choice of Advisers
The primary choice of an adviser at the time of admission is determined by each area in consultation with the student. Faculty in an area may make temporary or interim assignments by a group decision or predetermined procedure (e.g., adviser quota, screening ratings). However, when doing so, it must be made clear to the student that this is a temporary assignment. All students must enter the graduate program with an assigned nominal adviser. After arrival, the student may survey his/her options and select an adviser or co-advisers from within the area who may be different from the originally assigned adviser, in consultation with the original and new advisers.

After a student has started graduate training, the student’s continued status as an advisee of a particular faculty member is determined by the student and the faculty member in consultation with area faculty. No Graduate Faculty member may be compelled to accept or advise anyone as a degree-seeking candidate. If a student is unable to secure a thesis adviser in his/her area of specialization after entering the graduate program, the area faculty must attempt to devise a strategy to identify an adviser for the student. If that is not possible, the DGS will be consulted with the possibility that the student may be terminated from the program.

If a student wishes to change advisers within the area of specialization, s/he should discuss the matter with the current adviser. The student need not consult the Chair and needs no official "permission" except that of his/her new adviser. The area director must also be informed. The student is responsible for notifying the DGS and the area director of this change.

If a student wishes to change programs, the student must formally apply to the program. The student should consult the director of the program to determine the appropriate procedures.

D. M.A. Degree

If a student who has been admitted to the Ph.D. program wishes to earn a terminal Master’s degree, a MA degree program must be submitted to the Director of Graduate Studies for consideration, approval, and transmission to the College and Graduate School (see the Graduate Adviser Handbook for the specific rules and procedures).

E. Departmental Evaluation of Graduate Student Performance

Each spring semester, all advisers must submit a written report to the DGS and the department describing the progress of each of their graduate students (see the Graduate Adviser Handbook). Graduate students must receive these annual progress letters. Area-specific procedures may influence the extent of information described in student progress letters.

F. Probation and Termination

In the case of deficient performance by a graduate student, the student could be terminated from the program. Prior to termination, the student must be placed on probation and be provided with clear directives and a timeline regarding what must be done to re-establish good standing in the program. If these directives are not met within the specified timeline, the student could be dropped from the program. Areas must consult with the DGS before making probation and termination decisions. Violations of the student conduct code (http://www.oscai.umn.edu/conduct/student/index.html) could result in immediate suspension per University policy.

G. The General Area Distribution Requirement

Student must complete General Area Distribution requirements in order to demonstrate competency in areas of psychology outside of his/her primary area. The areas are specified in the Graduate Student Handbook.

H. Ph.D. Written Preliminary Examination Requirement

The Ph.D. written preliminary examination requirement of the Graduate School is fulfilled by the student passing a special area written examination (see the Graduate Adviser Handbook). The written examination must be completed by the end of the 4th (academic) year and may be taken only after completion of the general area distribution requirements.

This examination is intended to assess the student's competence in the chosen area of interest. The special area written examination gives the student an opportunity to demonstrate detailed knowledge of research literature and techniques of investigation, originality and rigorous thinking, and both breadth and depth in the special area.

I. Ph.D. Oral Examinations

All preliminary and final oral committees must have at least two voting members from the Department of Psychology faculty. Other details on requirements for committee composition are provided in the Graduate Adviser Handbook.
Students cannot hold their preliminary or final oral examinations between the end of May term and the beginning of Fall Semester unless all committee members agree to serve during this time period. Faculty on B-term appointments are not obligated to serve on oral examination committees during the summer. However, they may agree to serve if summer exams are necessary for students to schedule due to impending internships, postdocs, jobs, etc.

J. Teaching and Research Experience

All graduate students are expected to acquire experience in teaching, research, and practice appropriate to their career goals. These experiences may be acquired in positions such as Teaching Assistant, Instructor, Research Assistant, or practicum or internship positions.

All graduate students are also expected to obtain research experience in their area of specialization under the supervision of a faculty member. This research experience may be acquired by the student as a paid or unpaid research assistant on either sponsored or non-sponsored research, or some combination of these.

It is expected that each graduate student will be actively engaged in research throughout her/his graduate training.

K. Private Practice and External Teaching by Graduate Students

a. Students’ public activities should be consistent with the codes of ethics that define the sub-discipline (for instance, the Code of Ethics of the American Psychological Association) and with the student's level of professional training. When a graduate student is engaged in an approved activity, the student may identify himself/herself (in announcements, programs, brochures, etc.) only as "Graduate Student in Psychology, University of Minnesota, Minneapolis".

b. No graduate student in the Department of Psychology shall engage in unsupervised assessment, counseling, or psychotherapy. Working in a bona fide agency where supervision is provided and the practical experience is integrated with the University's training program is not a violation of this regulation, although students must register for appropriate practicum credit. Exceptions to this regulation can be made only by the DGS in consultation with the relevant Area Director, and only if the student has qualifications or experience that meet existing professional standards in a specified domain of practice. Students must consult with their Area Director to confirm what is and what is not allowed.

L. Graduate Student Records

Students must notify the department of any change in their mailing address, e-mail address, or phone number as updated information is needed for the departmental mailing list and the Graduate Student Roster. Changes should be communicated to the Psychology Department main office (N218 Elliott Hall; 612-625-2818; psymain@umn.edu) or sent to the Coordinator of Graduate Admissions and Services.

Each area shall keep a personnel folder for each graduate student.

M. Student Research and Travel Expenses

1. Students may apply for funds to support research or professional training-related travel (see the Department of Psychology intranet site). Funds are awarded to students for psychology research expenses or first-author travel expenses related to presenting at psychology conferences or meetings. Additional support may be authorized by the Department Chair in special “hardship” cases upon written recommendation of the adviser.

2. Support of student research and travel is contingent upon funds being available during a given year.

Other

Questions regarding any matter related to graduate education that is not represented in these regulations must be referred to the Director of Graduate Studies.

II. Undergraduate Students

A. Undergraduate Curricula
1. The Department of Psychology offers Bachelor of Arts (BA) and Bachelor of Science (BS) degree programs, in addition to a general Psychology minor.

2. Honors Curricula are offered for both the BA and BS programs.

B. Psychology Undergraduate Advising Office Responsibilities

1. Performing all undergraduate academic advising functions.

2. Declaring majors, communicating departmental policies and procedures to students (including dissemination of information via the web site), determining eligibility of coursework for the major/minor requirements, ensuring psychology program/student compliance with University, College, and Departmental instructional and curricular requirements.

3. Maintaining undergraduate student records.

4. Obtaining departmental approval of directed research credits.

5. Detailed information about program requirements, academic policies, and enrollment procedures are contained in the Psychology Advisor Manual, which is accessible on the departmental website.

C. Oversight

Oversight of the undergraduate curriculum and matters pertaining to undergraduate education is by the Director of Undergraduate Studies in consultation with the Department Chair.

III. Faculty, P&A, and Graduate Student Instructors

A. Instruction and Classroom Policies

Department instructional and classroom policies (e.g., pertaining to grading, exams, absences, and scholastic integrity) follow established College and University guidelines. These are documented in the UWide Policy Library (http://www.policy.umn.edu/Policies/Education/index.htm) and CLA’s Classroom, Grading & Exam Procedures (http://advisingtools.class.umn.edu/cgi/).

Instructors are responsible for following relevant University, Collegiate, and Departmental classroom grading and exam procedures.

B. Instructor Absences

Instructors are generally expected to be present during each class period they instruct during a given semester. If an instructor must miss a class, s/he may either substitute with another instructor, request that the teaching assistant substitute, or arrange for a guest lecturer. Whenever possible, classes should not be canceled.

Unexpected absences (e.g., illness) should be conveyed immediately to the Psychology Department’s main office so that students can be informed.

C. Student Conduct and Academic Integrity

1. Violations of University conduct and academic integrity policies should be reported to the Director of Undergraduate Studies (DUS) or the Director of Graduate Studies (DGS) and the Office of Student Conduct and Academic Integrity (OSCAI).

2. If a dispute over a grade cannot be resolved between a student and an instructor, the student may appeal to the Director of Undergraduate or Graduate Studies of the Department. If not resolved, the student is entitled to appeal further as permitted by College and University guidelines.

D. Communication with Students

1. It is expected that all course instructors and teaching assistants will respond promptly to email queries related to the course.
2. Email autoreplies must be activated if instructors will be unable to respond for periods that exceed 72 hours.

3. Except in the case of eLearning courses, it is customary for instructors and/or teaching assistants to hold regular office hours or to otherwise make themselves available for in-person meetings with students.

E. Grievance Policies

Departmental grievance policies are described below (Department Administration and Faculty Policies, section H).

IV. Department Administration and Faculty Policies

A. Administrative and Committee Structure

With the exception of the Executive Committee, Department committees shall be appointed by the Chair. The Chair shall distribute a list of Departmental committees and their composition at the beginning of each academic year. The list will also be posted on the Psychology website. Department committees may fluctuate from one year to the next, but the following core committees and individual positions will always be constituted:

Chair
Associate Chairs
Animal Lab and Safety Contact
Area Directors
Appointments Committee Executive Committee (elected) Director of Graduate Studies Director of Undergraduate Studies Graduate Admissions and Funding Committee Promotion and Tenure Committee EEO/Diversity Committee

B. Faculty Meeting Attendance

Faculty members are expected to attend faculty meetings unless there is a teaching conflict at that time or the faculty member is engaged in professional travel.

C. Confidentiality

Because the faculty meeting minutes may contain sensitive information or opinions, the faculty should treat the minutes as confidential and should secure, delete, or shred them after all faculty meetings.

D. Curriculum

Proposals concerning the following may be initiated by any member of the faculty and should be sent to the Curriculum Committee, with the Associate Chair for Curriculum being the first point of contact: 1) Program sequences, including the requirements and recommended order of courses leading to an undergraduate major in psychology, general graduate course requirements and sequences, and review of graduate course programs in special fields of psychology, and 2) Initiation and termination of individual courses, and determination of level, credits, and course numbers for undergraduate and graduate courses. Upon approval, the Curriculum Committee will route proposals to the appropriate body at the College or Graduate School. The chair of the curriculum committee should inform the Chair’s Office of any change to the curriculum, once it has obtained full approval. The Chair’s Office will inform faculty of any courses that have been added or removed from the curriculum in this manner.

E. Review of Grant Applications

All applications for new or continuing research or training grants on which faculty participate, whether in or out of the department and regardless of whether the faculty member is the Principal Investigator, should be sent to the Department’s Grants Coordinator for review by the Department Chair or the Associate Chair for Research. The department’s Grant’s coordinator should be informed about all grant proposals that are planned or in progress well before circulation of the Proposal Routing Form (PRF). Review by the Chair’s office typically occurs when Proposal Routing Forms (PRFs) are electronically circulated. If investigators have specific questions in advance of submitting a grant application, the Department’s Grants Coordinator or Associate Chair for Research should be consulted.

F. Faculty Changes in Status

Department faculty should discuss with the Chair requests for a change in their status that entails leaving or abridging typical professorial roles and responsibilities for a period of time. This includes assuming an administrative position (academic or
non-academic), requests for leave without pay, requests for partial leaves without pay, sabbaticals, and single-semester leaves.

G. **Departmental Grievance Procedures**

1. There is no distinct formal committee for the adjudication of departmental grievances.

2. In the event of a dispute between an undergraduate student and an instructor, the departmental point of contact will be the Director of Undergraduate Studies. The DUS will review the situation by meeting separately with each party and will then make a recommendation to the Department Chair. If the Department Chair concurs with the recommendation, s/he will communicate the decision to the instructor and student. If there are issues that cannot be resolved through this process or if the Chair does not endorse the DUS’s decision, the Executive Committee will be consulted to review the case.

3. In the event of a dispute between a graduate student and an adviser, the graduate student will first be directed to bring the matter to the Area Director and, if necessary, the Area Director will consult other area faculty. The next level of appeal within the department will involve the DGS, who will evaluate the situation by meeting separately with both parties (the student and the adviser/area). If the dispute involves the area director, the student will bring the matter directly to the DGS. The DGS will make a recommendation to the Department Chair, who will then either endorse the recommendation or consult with the Executive Committee, if necessary.

4. In the event of a dispute involving a departmental staff member, the staff member should first speak with the department’s administrator for guidance. The administrator will inform the Department Chair. If the administrator is involved in the dispute or if the staff member feels that there could be a conflict of interest, the staff member will speak first with the Department Chair.

5. Disputes among faculty shall be brought to the Department Chair. If the Chair cannot resolve the dispute, the Dean’s office of the College of Liberal Arts will be consulted.

6. In all grieved matters, students, faculty, or staff must be made aware of campus resources available to them, including the Office of Graduate Education, the Office of Student Conflict Resolution, and the CLA Human Resources Office. It is recommended that students/staff seek advocacy from these organizations and that advocates are invited to any meetings within the department when the matter will be discussed.

   The Office of the General Counsel may be consulted by the Department to endorse recommended courses of action.

   If the recommendation offered by the Department is unacceptable to the parties involved, an appeal may be submitted consistent with College or University policies.

7. If a grievance involves the Department Chair, the Dean’s office will be informed.

H. **General Communications within the Department**

1. The primary mode of communication within the Department of Psychology is via email. Email addresses of faculty, staff, and students can be found on the Department’s web page. Important announcements will be conveyed to faculty, staff, and students via email.

2. It is expected that faculty, staff, and students will respond to emails from the department administration in a reasonable timeframe.

3. Email autoreplies must be activated if faculty, staff, or students will be unable to respond for periods that exceed 72 hours.

4. If a faculty member cannot be reached via email, messages will be left on that person’s office phone, because it is expected that faculty offices are the primary workplace for faculty.

5. Announcements related to faculty or student awards or other communications of interest to the department should be provided to the Chair’s office for electronic distribution or placement on the department’s web page.

1. **Research Experience Program (REP)**

1. Participants for psychological research projects may be recruited on a voluntary basis from select classes including Psy1001.
2. Information regarding REP program procedures and policies can be found on the department’s webpage: http://psych.umn.edu/intranet/rep/

3. Nothing in these regulations prevents recruitment of non-REP participants through other channels. Use of other Department of Psychology classes requires pre-approval of the instructor of the class.

J. Requests for Department Data

Requests for department data should be referred to the Chair.

K. Departmental Policies and Daily Operating Procedures

Departmental policies and procedures related to accounting, travel, faculty reporting of consulting arrangements, grants management, purchasing, etc. are posted on the Psychology Department’s intranet site. New policies will be announced at faculty meetings and distributed by email. Faculty members are expected to review these sources of information regularly so they are aware of current procedures.

V. Changes to Regulations

Changes to the Regulations shall be made by majority vote of the faculty present at a regular faculty meeting. Changes may not be unilaterally instituted by the Executive Committee or by the Chair. Emergency ad hoc suspensions of these regulations, subject to departmental review, may be occasionally necessary. Such suspensions must be by unanimous vote of the Executive Committee with veto power by the Chair.