Preface

The purposes of this handbook are to:

a) Keep faculty informed about departmental, College, and University policies regarding graduate education and training.
b) Describe the current requirements for the Ph.D. and M.A. degree.
c) Summarize the responsibilities of faculty members as graduate student advisers.
d) Summarize Departmental resources and responsibilities for graduate training and education.

The unit formerly known as the Graduate School was abolished on June 30, 2010. Many of its functions have been delegated to the colleges (e.g., CLA) and programs (e.g., Psychology.) Some of its functions remain in the newly formed Office of Graduate Education, still often termed the “Graduate School.”

After describing the relevant Department of Psychology structures, this handbook will outline faculty advising responsibilities, graduate degree requirements, student responsibilities, the Department’s responsibilities, and the resources available to meet them.
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Department of Psychology Administrative Structure
http://online.psych.umn.edu/faculty/committees.pdf

Faculty Offices
Department Chair: Monica Luciana
Department Associate Chairs: Pat Frazier, Research
Jonathan Gewirtz, Curriculum

Executive Committee: For 2014 - 2015
Pat Frazier (Ex-officio for 2014-2015)
Jonathan Gewirtz (Ex-officio for 2014-2015)
Wilma Koutstaal
Richard Lee
Cheryl Olman
Andrew Oxenham
Mark Snyder
Monica Luciana, Dept. Chair

Director of Graduate Studies: Gordon Legge

Area Directors: For 2014 - 2015
CAB – Randy Fletcher
Counseling – Jo-Ida Hansen
CSPR – Bob Krueger
IO – Deniz Ones
PIB/BP – Matt McGue
Quant/Psychometric Methods – Niels Waller
Social – Marti Hope Gonzales

Director of Undergraduate Studies: Jonathan Gewirtz
Director of Honors: Randy Fletcher
EEO Disability/Minority Recruitment: Celia Gershenson

(From http://online.psych.umn.edu/faculty/committees.pdf)

Staff Offices
Department Administrator: Guillermo DePaz
Coordinator of Instructional Services: Michael Walsh
Coordinator of Undergraduate Advising: Holly Hatch-Surisook
Coordinator of Graduate Admissions and Services: Robin Peterson
Accounting Supervisor: Terry Klosterman
Grants Administration: Liz Gates

Legislative Representatives
CLA Assembly: Thomas Brothen, John Campbell, Cheryl Olman, Moin Syed, Shmuel Lissek.
University/Faculty Senate: Chris Federico, Angus MacDonald, Chad Marsolek.
Graduate Program Governance and Oversight

In place of the former Graduate School there are now two governing units, the Office of Graduate Education and the Office of the CLA Associate Dean for Graduate Programs. The DGS reports to both of them.

The Office of Graduate Education (OGE)
This office, still often referred to as the “Graduate School,” is headed by the Vice-Provost and Dean of Graduate Education (currently Sally Kohlstedt), who is also the Chair of the Graduate Education Council (GEC). The mission of the OGE is to provide general oversight of Ph.D. graduate education and develop new initiatives in such things as diversity recruitment and interdisciplinary research and training. It does not perform day to day oversight of graduate programs or graduate student progress. The GEC is composed of 15 faculty who are elected for 3 year terms, and its charge is to review and act on such things as: proposals for new or revised Ph.D. programs; the results of external reviews of programs; proposals for new MA programs and post-baccalaureate certificate programs; and revisions of University graduate education policies. It is also the last step in the graduate student grievance procedure (before litigation).
The revision of University graduate education policies is now virtually complete and the current policy “book” can be found at http://www.grad.umn.edu/deans-office/policies_goverance/index.html.

Separate from the OGE, but also under the jurisdiction of the Provost, is the Graduate Student Services Progression Office (GSSP), which is now part of the Academic Support Resources office (160 Williamson Hall).

The GSSP is primarily a database management operation and its major roles will be processing, documenting and archiving. When paperwork is received, GSSP will process items in Peoplesoft as well as archive paperwork in ImageNow. The responsibility for the management and creation of electronic workflow procedures falls under the GSSP, however most tasks are in collaboration with the department Graduate staff. Currently, its specific responsibilities are the following:

- Clear students to go on to the next milestone.
- Place holds and send warnings if necessary.
- Maintain examining committee membership rosters.
- Formally schedule Ph.D. preliminary and final oral examination dates.
- Send out and receive the Prelim Oral and Final Oral Examination Report Forms.
- Make the Graduation Packet available to students.
- Clear students for graduation.

Office of the Associate Dean for Graduate Programs in the College of Liberal Arts
Much of what was in the old Graduate School is now under the aegis of the CLA Associate Dean for Graduate Programs (currently Alex Rothman). This is where degree programs and exam committees are approved and all questions concerning graduate student progress and degree requirements are addressed. CLA also controls a number of fellowship and student support programs. Chief among them are the CLA Fellowship for new student recruitment, the block grant awards for graduate student support, and the summer awards for graduate student research (GRPP & DOVE). Currently, the principal staff person for graduate programs at CLA is Wendy Friedmeyer.
CLA maintains its own policy book, which it has been developing since July 1, 2010. While CLA policies cannot violate the new University policies, they can be more stringent and detailed, and they can cover areas not covered in the University policy book. CLA policies, as they currently exist, can be found on the CLA web site. Keep in mind
that for Psychology, CLA policy takes precedence over University policy. For example, if CLA has a more restrictive policy for who can serve on graduate committees then we must conform to CLA policy and cannot cite the less restrictive University policy as justification for a specific examining committee assignment.

Currently, CLA makes the final decision on the following actions, after they have been approved by the DGS and/or Department.

- Approval of suggested Graduate Degree Programs (GDP).
- Approval of graduate committee membership.
- Approval of requested graduate student Leaves of Absence (LOA).
- Approval of changes to the Graduate Faculty.
- Approval of new, or modified, MA and Ph.D. programs.
- Approval of exceptions to thesis credit registration policy.
- Approval for petitions

CLA also maintains the student database known as GradTracker. For each graduate student in CLA, it contains information about the student’s appointment (e.g. TA, RA, fellowship, etc.), milestones reached, graduation date, and post-graduation employment.

**Director of Graduate Studies**

Each College of Liberal Arts graduate program must have a Director of Graduate Studies (DGS). The DGS is a member of the graduate faculty who serves as the administrative supervisor and coordinator of graduate studies within a program and who, together with the Department Chair, shares responsibility for guiding and improving graduate education within the program. The DGS serves as liaison among the graduate student body, the graduate faculty, the College of Liberal Arts administration, and the Office of Graduate Education.

The DGS may assume varying responsibilities as determined by the faculty of the graduate program, but the central supervisory and coordinating functions designated by the College of Liberal Arts cannot be delegated. Policies of the graduate degree program, the College of Liberal Arts, and the University are interpreted and enforced by the DGS, who is called upon to provide reports and guidance.

In Psychology the DGS works with and is assisted by the **Coordinator of Graduate Admissions and Services** (Robin Peterson) and the **Student Support Services Assistant** (Rachel Goeller – part time). The Student Support Assistant handles all University, College, Department-wide, and external awards and fellowships, as well as maintaining the database on past and current funding for all graduate students. The Coordinator of Graduate Admissions and Services handles all aspects of graduate recruiting and admissions, recruiting weekend activities, assistance for new admits new student orientation activities and students services. She maintains the graduate program website, tracks student progress, responds to external surveys (e.g. NSF), and handles graduate student/adviser questions and issues of all kinds. The Coordinator is the Department’s direct contact with the Office of the CLA Associate Dean for the Graduate Programs and with the OGE and GSSP. She works with closely with the DGS, and communicates policy, and changes in policy and procedures, to students and faculty.
Graduate instruction and graduate student advising are major responsibilities for faculty at a research university. In the advising role, we have an obligation to facilitate graduate student training and development, help them formulate their career goals, make sure they maintain timely degree progress, provide support and encouragement, and provide useful feedback.

Faculty who are empowered to carry out graduate instruction and training in the College of Liberal Arts are designated as graduate faculty.

There are now two categories of graduate faculty membership: Member and Senior Member.

- The Member designation is for new faculty and requires the terminal degree in the field (for Psychology it is the Ph.D.) and a record of teaching and research that is commensurate with being hired for a tenure track position at the University of Minnesota. Faculty with Member status can conduct all phases of graduate education. They can advise MA students and co-advice Ph.D. students. At the discretion of the program, non-tenure track faculty can be appointed to Member status if they regularly teach graduate level courses (see CLA policies regarding appointments of graduate faculty).

- The responsibilities of Senior Members are inclusive of those for Members. In addition Senior Members may serve as the sole adviser for Ph.D. students. The additional qualifications necessary for Senior Member designation are at the discretion of the program and may vary from 3-4 years’ experience as a co-advisor to being granted tenure. Psychology has not required tenured status in the past. New tenure-track assistant professors have been moved from Member to Senior Member status after three years of experience as a co-adviser.

The new designations also maintain the previous distinction between Members/Senior Members and Affiliate Members/Affiliate Senior Members. Members/Senior Members are voting members of the Psychology faculty who have at least a 50% regular appointment in Psychology. Affiliate Members/Affiliate Senior Members are faculty in other departments who make significant contributions to our graduate programs, and who we appoint as Affiliate members or Affiliate Senior Members. Adjunct faculty from outside the University may also be appointed as affiliate member/senior member of the Graduate Faculty. However, the appointment to adjunct status must come first (see the Department Regulations). Affiliate Members/Affiliate Senior Members may only co-advice Ph.D. students. They cannot serve as the sole adviser. The student must have a co-advisor who is a voting faculty member in the Department.

Current Graduate Faculty Members

**Professor**

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<thead>
<tr>
<th>Borgida, Eugene (SM)</th>
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<tr>
<td>Brothen, Thomas (SM)</td>
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<td>Campbell, John P. (SM)</td>
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<td>Engel, Stephen (SM)</td>
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<td>Frazier, Patricia A. (SM)</td>
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<td>Hansen, Jo-Ida C. (SM)</td>
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<td>He, Sheng (SM)</td>
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<td>Iacono, William G. (SM)</td>
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<td>Jiang, Yuhong (SM)</td>
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<td>Kersten, Daniel J. (SM)</td>
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**Adjunct Professor**

<table>
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<tr>
<th>Carroll, Marilyn E. (ASM)</th>
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<tr>
<td>Christensen, Sandra L. (ASM)</td>
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<td>Crow, Scott J. (ASM)</td>
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<td>Davison, Mark L. (ASM)</td>
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<td>Egeland, Byron (ASM)</td>
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<td>Engdahl, Brian (ASM)</td>
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<td>Glomb, Theresa M. (ASM)</td>
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<td>Gunnar, Megan R. (ASM)</td>
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<td>Hatsukami, Dorothy K. (ASM)</td>
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<td>Johnson, Paul (ASM)</td>
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Krueger, Robert (SM)  
Lee, Richard M. (SM)  
Legge, Gordon E. (SM)  
Luciana, Monica (SM)  
MacDonald, Angus (SM):  
Mann, Traci (SM)  
Marsolek, Chad J. (SM)  
McGue, Matthew K. (SM)  
Oxenham, Andrew J. (SM)  
Rothman, Alexander J. (SM)  
Sackett, Paul R. (SM)  
Simpson, Jeffry A. (SM)  
Snyder, Mark (SM)  
Viemeister, Neal F. (SM)  
Waller, Niels G. (SM)  
Weiss, David J. (SM)  

Kiresuk, Thomas J. (ASM)  
Kushner, Matt G. (ASM)  
Levine, Allen S. (ASM)  
Masten, Ann S. (ASM)  
Sroufe, L. Alan (ASM)  
Stroffregen, Thomas (ASM)  
Wanberg, Connie R. (ASM)  
Weinberg, Richard A. (ASM)  
Ysseldyke, James E. (ASM)  

Adjunct Associate Professor  
Gershenson, Celia W. (AM)  
Hendel, Darwin D. (AM)  
Miner, Michael H. (AM)  
Sponheim, Scott R. (AM)  

Adjunct Assistant Professor  
Christensen, Kathy J. (AM)  
Cleary, James P. (AM)  
Gewirtz, Abigail (AM)  
Klimes-Dougan, Bonnie (AM)  
Pardo, Patricia L. (AM)  
Peterson, Carol B. (AM)  
Van Egeren, Linda K. (AM)  

Professor Emeritus  
Berscheid, Ellen (ASM)  
Bouchard, Thomas J. Jr (ASM)  
Bukhardt, Dwight A. (ASM)  
Butcher, James (ASM)  
Haynes, Harriett L. (ASM)  
Loper, Rodney G. (ASM)  
Tellegen, Auke (ASM)  
Bruce Overmier (ASM)  
Gail Peterson (ASM)  

Associate Professor  
DeYoung, Colin (SM)  
Federico, Christopher M. (SM)  
Fletcher, Charles R. (SM)  
Gewirtz, Jonathan C. (SM)  
Gonzales, Martha H. (SM)  
Grove, William M. (SM)  
Koutstaal, Wilma (SM)  
Kuncel, Nathan R. (SM)  
Olman, Cheryl A. (SM)  
Schmidt, Aaron (SM)  
Schrater, Paul R. (SM)  
Thomas, Mark J. (SM)  

Assistant Professor  
Lee, James (M)  
Lissek, Shmuel (M)  
Syed, Moin (SM)  
Wang, Chun (M)  
Helwig, Nathaneil (M)  

SM Senior Member May serve as major advisers for graduate students  
M Member May serve as co-advisers on Ph.D. committees and as MA program advisors  
ASM* Affiliate Senior Member  
AM* Affiliate Member  

*May serve as co-adviser on PhD committees
Requirements for the Ph.D.

Advisors and graduate students are jointly responsible for assuring that students meet their degree requirements in a timely fashion. Both the substance of requirements for the Ph.D. and the necessary paperwork that is associated with them are summarized below. Keep in mind that students must meet requirements originating from three different sources: a) the student’s program area within Psychology (e.g. PIB, Social, etc.); b) the Department of Psychology; and c) the College of Liberal Arts/Office of Graduate Education (aka “Graduate School”).

Both the office of Graduate Education (OGE) and the College (CLA) are also moving to electronic paperwork. Currently, some things are electronic but others aren’t. Be mindful of this when helping students submit paperwork.

Overall Timeline of the Requirements for Completion of the Ph.D.

A. The maximum time for completion of the Ph.D. in Psychology without special petition is 7 years of enrolled time (cf. Department Regulations). This is the maximum. Registration for an eighth year will require a written justification on the part of the student and adviser, and approval by the Area Director and DGS. Few students, if any, should need that much time. Currently, funding is guaranteed only for 5 years and the expectation is that the Ph.D. will be completed within 5 years, not including the required predoctoral internship. Completion of the Ph.D. is defined as a) successful completion of the Ph.D. final oral exam, and b) having a final approved copy of the dissertation filed with the Graduate School. For example, if a student’s first semester of enrollment is September, 2007 and the student maintains continuous enrollment (i.e. Fall and Spring semester of each academic year), the Ph.D. must be completed before the Fall semester begins in September 2014. The scheduling of the final oral must accommodate any time that is necessary to make any revisions to the thesis mandated by the final oral committee. Failure to meet both of these completion requirements means termination from the Ph.D. program. Extenuating circumstances (e.g. prolonged illness) can be accommodated by a formal leave of absence (LOA), which stops the clock. However, such leaves must be approved by the Adviser, Area Director, DGS, and CLA; and their basic terms are specified by newly adopted University policies.

B. The Ph.D. preliminary written examination must be completed successfully within 4 calendar years of the semester in which the student was admitted (cf. Department Regulations). For example, assuming the student has been continuously registered, if he or she began in the Fall semester of 2011, the preliminary written must be completed before the start of Fall semester 2015. The preliminary oral exam must be completed before the end of the Fall Semester of the 5th year. Note that before a student can take the preliminary oral exam, the General Area Distribution Requirements and the preliminary written requirements must also be completed, as well as any other requirements imposed by a student’s specific program area. Also, individual program areas may require an earlier completion date for the preliminary oral exam. Students who do not complete the prelim written before the start of year 5 must be placed on probation, and the terms for getting off probation must be stipulated in writing. Also, students who do not complete the prelim oral by the end of Fall Semester of year 5, must be placed on probation. Some Areas may place students on probation earlier if the prelim oral is not completed in a timely manner.

C. Given that the Graduate School requires registration for 24 thesis credits (Psy 8888), it will be in the student’s own best interest to complete them within the first 5 years, thus maximizing the opportunity for tuition benefits to pay for thesis credits (see pt. 7 below). Enrollment in Psy 8666, Psy 8444, and Grad 999 will no longer be allowed without permission from the Advisor, Area Director, and DGS. The registration approval forms can be found on the Department intranet. Registration in Psy 8666 is used to maintain full time student status before the written prelim is completed (seldom used). After all thesis credits have been taken, Psy 8444 registration may be required because of student funding, accreditation, or visa requirements. Grad 999 maintains full time.
student status, but does not require tuition payment. Be advised that registration in Grad 999 may not satisfy certain funding (e.g. TAship), accreditation, or visa requirements.

D. It is now a University requirement that all graduate students must be continuously enrolled (i.e. registered) unless they have obtained a Leave of Absence (LOA).

E. Because graduate student financial support is guaranteed for only five years, the expectation is that students will finish the Ph.D. within 5 years, or less. This is exclusive of the one year pre-doctoral internship that is required of all students in the Clinical and Counseling psychology training programs, which adds one year. Because Psychology’s graduate programs are now being evaluated by the University and College on a number of metrics, time-to-degree completion being one, it is doubly important that students make timely progress.

F. If at any time a student performs below the expectations of the faculty in the Area, actions taken to place on probation or dismiss the student should follow the procedures established by the Area.

Substantive Degree Requirements (and associated paperwork)

1) **First Year Research Requirement.** Some individual program areas in Psychology have a research requirement for first year students. The specific nature of the requirement varies across areas. Both adviser and student are responsible for knowing what the requirement is and for meeting it. The documentation requirements are at the discretion of the Area.

2) **Maintaining Full-Time or Active Student Status:** All students must maintain full-time or active status until degree completion. This requires registration for at least 6 credits each semester (excluding summers) until all courses and the 24 dissertation credits have been completed. While the Ph.D. is not a “course-taking” degree, all students take a program of courses that best facilitates their specific Ph.D. training goals. The optimal program of courses is the result of a full collaboration between adviser and student. Students should not be left on their own to select and register for courses. For their first five years students are guaranteed tuition support for up to 14 credits per semester.

After completion of the 24 thesis credits, students must remain “active” in one of two ways.

   a) Registration for one credit of 8444. This is required for international students, and for students who have a university appointment or fellowship (e.g. TA, RA, Dissertation Fellowship).

   b) Registration for Grad. 999, for which there is no tuition charge. All U.S. students who have finished thesis credits and do not have a University appointment should register for Grad 999 to stay active. Students must be registered during the semester they take their final oral examination. Summer registration is not required (e.g. if someone takes their oral during the summer).

3) **General Area Distribution Coursework Requirement:** Sometime during years 1-3 the student’s program of coursework must include 5 courses selected from a specified list of courses in each of 13 defined substantive areas within Psychology. The goal of this requirement is to ensure a modicum of breadth. The list of courses grouped into their associated areas is in the Graduate Student Handbook, along with the form that documents completion. The General Area Distribution Requirements must be completed before the student can take their written Ph.D. preliminary examination. Students may petition to the DGS to have graduate courses taken at another university count toward their distribution requirements. Finally, some areas may have additional course requirements, in addition to the 5 courses specified above.

4) **Filing the Ph.D. Graduate Degree Plan (GDP):** Sometime during year 3 (sooner rather than later) the student must file his or her Ph.D. Graduate Degree Plan with the College/Graduate School. This is currently a paper
form that must be printed from the Graduate School web site, obtained from http://www.grad.umn.edu/current_students/forms/doctoral.html that asks the student to list all graduate courses taken (including the General Area Distribution courses), and all courses they plan to take that constitute their Ph.D. course program. Currently, by CLA policy, the degree plan must also include either a formal minor or a “supporting program” consisting of at least 12 credits that constitute some coherent pattern of courses not in their major field of concentration. Major field of concentration is generally taken to mean their Area (e.g. CAB, Social) within the Department of Psychology. The 12 credits could come from several different departments including Psychology. There is much to be said for having students take a least some course work from other departments to obtain different perspectives. Advisers and students should give careful thought to such strategic choices. The “internal minor” designator is no longer used. All other credits, including 5993 and 8993 should be shown in the “Major” column. The supporting program, or formal minor, credits should appear in the “Other” column. In general, since they reflect professional training, credits for practicum training in Clinical and Counseling should not be shown on the GDP. If the student and adviser elect a formal minor then the requirements for the minor are dictated by the minor department. By new University policy, the Ph.D. program must include a minimum of 24 graduate course credits plus 24 Thesis credits. For Psychology, there is no upper limit on the number of course credits.

Finally, by University policy, no more than 9 course credits can be at the 4-000 level, and no more than one-third of all course credits can be taken S/N, exclusive of those courses which are only offered S/N. A minimum GPA of 3.0 must be maintained. If the overall GPA falls below 3.0, the student must be placed on probation. The conditions for getting off probation (e.g. a time limit for bringing the GPA up to a 3.0) must be stipulated in writing.

Courses in progress, or courses yet to be taken, can be listed on the GDP. However, all courses on the degree plan must be completed before the Preliminary Oral Exam is taken.

5) **Filing the Request for the Prelim Oral Committee:** (By one semester before the prelim oral is to be taken). This request is submitted online and asks the student to suggest, after consultation with their adviser, the faculty who will constitute the preliminary oral examining committee. The preliminary examining committee must have at least 4 members, one of whom must be from outside of Psychology (i.e. from another program/department). The outside member must have graduate faculty status in their home department or have affiliate status in Psychology. By Psychology Department Regulations, at least two members of the committee must be voting members of the Psychology faculty. The adviser serves as chair of the prelim examining committee. Before listing faculty as suggested committee members the student should confirm their willingness to serve. The suggested committee must be approved by the DGS and by the Office of the Associate Dean for Graduate Programs in CLA. By special petition, a faculty member from another university, or an individual outside the University, may serve on a prelim oral committee on a one-time-only basis. A thorough justification must be provided. Consult the DGS for details.

6) **Completion of the Written Preliminary Examination:** (By the end of year 4, or sooner). It is a University requirement that Ph.D. students successfully pass a written preliminary exam. The nature and format of the exam is at the discretion of each individual program area within Psychology. However, successful completion of the written exam must be documented by the adviser completing the Preliminary Written Examination Form, which is available on the Department intranet. The completed form, signed by the adviser, is then submitted to the DGS for approval. The approved Preliminary Written Examination Form is then submitted to the Coordinator of Graduate Admissions and Services (Robin Peterson), who notifies the College/Graduate School that the preliminary oral examination can take place.

7) **Ph.D. Dissertation/Thesis Credits (24):** After successfully completing the preliminary written exam, and after the Preliminary Written Examination Form is completed by the adviser, and approved by the DGS and CLA,
the student can begin registering for the 24 required thesis credits. This is a change from past practice. Formerly, the student must have completed the prelim oral exam before registering for thesis credits. It is best if the dissertation credits are taken over no more than 2 semesters. Recall that the Department guarantees financial support only for five years. Consequently, it is best that the prelim written exam be completed at least by the end of year 4, preferably before the beginning of year 4. This is because after the 24 dissertation credits are completed the student is classified as ABD and the fringe benefit charge for TA’s, RA’s, and fellowships drop considerably. That is, the cost of an RA or TA appointment goes down.

8) PhD. Preliminary Oral Examination: The prelim oral is a 2 hour (maximum) examination of the student’s readiness to continue on to the dissertation completion stage. The exact format is at the discretion of the Area and may include discussion of the student’s written exam performance, their dissertation plans, and any related topics deemed relevant by the committee. One member of the committee, not the Chair, may participate remotely (e.g. via Skype).

The preliminary oral exam is scheduled online by the student at http://www.grad.umn.edu/current_students/prelimschedule/. Once the student has scheduled the preliminary oral exam online, the College/Graduate School will review the student’s record and email the student regarding any outstanding requirements. The student should leave sufficient time (2-3 weeks) for the checks to be made. Steps 4, 5, and 6 above must have been completed, before the prelim oral can be scheduled. Also, all courses listed on the student Ph.D. Degree Program form must have been completed. The examination paperwork (i.e. the Preliminary Oral Examination Report) is sent directly to the committee chair (i.e. Adviser) by the office of Graduate Student Services and Progress (GSSP).

The student’s performance is judged as Pass, Fail, or Pass with Reservations. This is a summary judgment. A useful procedure is to first have a secret ballot, then a discussion, and then reach consensus. If the judgment is Pass with Reservations, then the criteria by which the reservations can be removed must be detailed in writing and filed with the DGS and College/Graduate School. If evidence is presented at a later date that the criteria have been met by the student, the reservations will be removed and the student will have passed the examination. If the student fails the examination, one retake is permitted if at least 3 of the four committee members agree to permit the retake. The examination committee must remain the same for the retake.

9) Final Oral Examination Committee: Soon after completion of the preliminary oral exam the student should consult with his or her adviser and submit (electronically) a suggested examining committee for the final oral (i.e. the dissertation defense). The final oral examining committee must include at least four faculty, one of whom must be a University of Minnesota faculty member from outside of Psychology. Contrary to the preliminary oral, the adviser cannot serve as chair of the final oral examination. Consequently, the student must designate some other inside member of the committee to serve as Chair of the final oral. As with the preliminary oral exam committee, the willingness of all committee members to serve must be ascertained. The composition of the final oral exam committee can be the same as, or different from, the preliminary oral examination committee. The student must also designate three committee members who will serve as reviewers for the dissertation.

10) Some areas within the Department require a thesis “prospectus” meeting, during which the committee members review the student’s thesis plans, offer suggestions, and agree that the work can proceed. This is not a University, College, or Department requirement. It is an Area requirement.

11) Thesis Reviewer’s Report Form: Before the final oral exam, a copy of the completed dissertation must be reviewed by the three designated reviewers and judged to be suitable for defense. Three to four weeks should be allowed for this review. The reviewers’ approval is documented by their signing the Ph.D. Thesis Reviewer’s Report Form. This document must be filed with the Graduate School/College before the final oral
exam is scheduled to take place. At the time the student schedules the final oral, the student is provided with a “graduation packet”. The packet contains the Thesis Reviewers Report Form.

12) Final Oral Examination (Dissertation Defense): Like the preliminary oral exam, the student must schedule the final oral with the committee members and then with the Graduate School/College (online), which will check that all degree requirements are complete. If necessary, one committee member can participate remotely. The Final Oral Examination Report Form is sent directly to the Chair of the final oral committee by the office of Graduate Student Services and Progress (GSSP).

If desired by the program or examining committee, the final oral may be divided into an open, or public, session and a closed session. During the open session, which any member of the University community or public may attend, the candidate presents his or her work, much like a conference presentation. The closed session is the evaluation by the committee. Practices vary across programs in Psychology, but there is a trend toward inclusion of a public presentation as part of the final oral examination.

On the Final Oral Examination Report Form the only two judgment options are pass/fail. However, the committee may vote pass, and also stipulate that certain revisions should be made before the dissertation is submitted to the Graduate School/College. It is the responsibility of the adviser to ensure that the revisions are carried out. For the final oral, a vote of pass by all the committee members except one is a pass. The Final Oral Examination Report Form must be returned immediately to the Graduate School after the final oral exam. If the student fails the exam, (i. e. at least two members of the examining committee vote fail) it may not be retaken.

13) Application for Degree Form: After making the final revisions to the dissertation the student must complete the Application for Degree Form as well as other details listed in the graduation packet. His or her official transcript will not indicate “degree granted” until these paperwork items are completed. That is, simply finishing the final oral exam is not the end of the story. Some students neglect these final details, much to their later dismay.

14) The Predoctoral Internship: A special consideration for students in the Clinical and Counseling training programs is the successful completion of the pre-doctoral internship (required for APA accreditation and subsequent state licensure). The critical point here is that completion of the pre-doctoral internship is a requirement for the Ph.D. and the Ph.D. should not be granted until the internship has been completed. If the dissertation defense is completed before or during the completion of the internship, the student should not complete the Application for Degree Form such that “degree granted” appears on their transcript before the internship is completed. That happened once upon a time and the California State Licensing Board removed a student mid-internship until the registrar here at Minnesota removed the degree granted designation from the student’s transcript. It was a delicate situation, not to be repeated. The graduation date must be after the internship end date.

A SUMMARY CHECKLIST OF THESE REQUIREMENTS IS PROVIDED IN Appendix A.
Currently, Psychology does not admit students for the terminal MA degree. However, there are circumstances under which an MA may be awarded to a student admitted for the Ph.D. The principal circumstances are the following.

1) The student was admitted for the Ph.D., but was unable or chose not to finish the Ph.D. requirements. The MA would constitute the terminal degree.
2) The Area Director, adviser, and student are in agreement than an MA degree, in addition to the Ph.D. would provide an advantage in the job market. This would not be true for most areas but it might be for some.

MA Requirements

The University of Minnesota provides three options for meeting the requirements for an MA – Plan A, Plan B, and Plan C.

*Plan A.* The Plan A Master’s option requires a thesis consisting of an independent research project that demonstrates research competency in the student’s primary area of interest. The student must register, and pay, for 10 thesis credits (Psy 8777). In addition, the student must complete a minimum of 14 course credits in the major field (i.e. Psychology) and a minimum of 6 credits in one or more related fields outside the major. A final oral examination is also required.

*Plan B.* The Plan B Master’s does not require a thesis, or registration for thesis credits. It does require 1-3 Plan B “projects”, or papers, that total at least 120 hours of effort and demonstrate competence with the tools of research and scholarship in their particular area, as judged by the adviser and the student’s committee. In addition, the student must register for a minimum of 30 hours of coursework, of which at least 14 credits must be in the major field and 6 in related fields outside the major. A final MA examination is required but it may be either written or oral.

*Plan C.* The Plan C Master’s is entirely a course taking degree. It requires a minimum of 36 credits at least 14 of which must be in the major and 6 in related fields. A minimum overall GPA of 2.80 must be maintained. A final MA examination is required but it may be either written or oral.

Regardless of whether the chosen option is Plan A, Plan B, or Plan C, the student must submit an MA Degree Program Form for approval. The form includes a listing of the courses taken to satisfy the requirements. The student/advisor suggestions for a 3 member examining committee, consisting of two graduate faculty from the major field (one being the adviser/committee chair) and one from outside the major, are submitted separately. The MA Degree Program Form should be submitted at least one semester before the student expects to finish the required courses and complete the thesis/Plan B papers. Again, for Plan A there must be a final oral examination conducted by the 3 committee members. For Plan B and C the MA exam may be either written or oral, but the evaluation of exam performance must be by the 3 committee members. Regardless of the exam format all committee members must sign the MA Examination Report which is sent by the office of Graduate Student Services and Progress (GSSP) to the student’s adviser after the exam is scheduled.

One final note: The MA is not a requirement for the Ph.D. Students or advisers who elect the MA for later job seeking reasons should be mindful of choosing the Plan A option. *Plan A requires paying for 10 thesis credits.* Currently, students admitted to the Ph.D. program are guaranteed 5 years of support that includes 14 credits per semester of tuition support. During that 5 years the student must also pay for 24 Ph.D. thesis credits. Adding 10 MA thesis credits to the 24 Ph.D. thesis credits can sometimes produce a financial bind regarding paying for other coursework and staying within the 14 credits per semester.
A second final note: It is now possible to complete the requirements for an M.A. in another department (e.g. Statistics) while enrolled in the Ph.D. program in Psychology, so long as it does not interfere with completing the Ph.D. requirements, and does not prevent registering for the 24 Ph.D. thesis credits by the end of year 5. Students will need DGS approval to obtain an M.A. in a department outside of Psychology.

**Annual Written Feedback**

Beginning 2013, University policy requires that every currently enrolled graduate student be given written feedback concerning their performance and degree progress every year at the conclusion of spring semester. The feedback must be written; it must be every year; and it must be permanently archived by the Department. During Spring Semester, the Department distributes a form to faculty advisers to be completed in collaboration with their advisees,

In general, the review should include:

A. Feedback regarding timely progress relative to program milestones. A suitable schedule, as discussed earlier, would be as follows:

1. Complete the General Area Distribution Requirements by the end of year two or midyear of year three.

2. File the Ph.D. Degree Program Plan during year three.

3. Complete the written prelim requirement sometime during year four, preferably early in year four, or even before fall semester of year four.

4. Request a prelim oral committee sometime during year three or year four.

5. Complete the preliminary oral examination by the end of year four, preferably early in year four.

6. Register for 24 thesis credits during year four or year five. Remember that funding is guaranteed only for five years. Also, the earlier the thesis credits can be completed, the less are the fringe benefit costs for an RA/TA.

7. Complete the thesis and take the final oral by the end of year five, or early in year six. The current Department Regulations do allow a sixth and even a seventh year (funding not guaranteed). A student is terminated after seven years of continuous enrollment, unless a specific petition is granted for year eight by the Department. The new University policy says that no extensions are granted after year eight.

If a student has fallen behind, the feedback letter would stipulate a schedule by which a student must meet the milestones.

B. Feedback regarding performance in classes and seminars:

The basic University requirement is that all graduate students maintain a GPA of at least 3.0. Other considerations would be whether the student is taking the appropriate courses/seminars at the appropriate time, as judged by the Area and the adviser, and whether performance in course/seminar meets, exceeds, or falls short of expectations. If the latter, then the corrective actions should be specified.
C. Feedback regarding teaching and instructional performance, if applicable. Not all students have a teaching or TA appointment in a given year. Continued TA funding is contingent on satisfying performance of TA duties.

D. Feedback regarding the students research activities and future plans:

In regards to the research requirement, Areas may differ in how it is structured, and what the expectations are year by year. At a minimum, the student should be informed as to whether their activities for the year have been appropriate; and, if not, what corrective actions should be taken. Suggestions for goals to be pursued in the next year, or several years, can also be included here.

If any situation merits that the student is placed on probation, then the feedback letter should be very explicit about that fact (including use of the word “probation”) together with the corrective actions that would merit release from probation.

It should go without saying that a formal summary review once per year is not the sum total of what we should be doing. Research shows that feedback should be in nearly real time; frequent, but not incessant; deal with specific substantive guidance; and not focus on general praise or general condemnation. Almost everyone provides real time feedback, admittedly to varying degrees. The University requirement of yearly feedback, in writing, is not a substitute for it; but it is a requirement.

The Written feedback form may become relevant in the future as the result of extenuating circumstances regarding individual students (e.g. probation, dismissal, grievances, litigation). When you have completed your feedback reports for students, please send them to the students and then forward them to Rachel Goeller for departmental filing. We will archive the forms so that individual student progress can be tracked from year to year. It is strongly recommended that advisers discuss the performance reviews with each individual student.

The Adviser Role

The previous pages have dwelled at length on the details of adviser and student responsibilities. Beyond these details, advisers perform very critical leadership/mentorship functions. That is, their responsibilities include:

- Helping the student identify their interests and career goals and, developing their plans to achieve them.
- Providing support, guidance, and feedback during their career preparation.
- Emphasizing and articulating what high performance means for a Ph.D. in their area of Psychology, and being forthright about what is expected of them.
- Facilitating the early transformation from the “student” role to the role of junior colleague and meaningful participation in the researcher/scientist role.
- Serving as an effective role model for their future performance as a teacher, scientist, professional, and contributor to scientific/professional organizations.

These responsibilities are substantial. They reflect the importance of graduate training at a top tier research university. We all must take them very seriously.
Other Information

Graduate School Forms

Graduate School forms and requirements are available on the Graduate School’s web site.

Doctoral Degree: http://www.grad.umn.edu/current_students/forms/doctoral.html

Master’s Degree:  http://www.grad.umn.edu/current_students/forms/masters.html

If you have questions about the Graduate School forms, see Robin Peterson in S246 Elliott or email pete5716@umn.edu.

Funding and Financial Issues

Funding Sources:
Graduate assistantships and fellowships provide a stipend plus tuition and subsidized health insurance benefits.

Teaching Assistantships. Graduate students may hold appointments as teaching assistants, section leaders, or instructors in Psychology courses. The positions vary in terms of their responsibilities, percentage, and pay rate. See the Graduate Assistant website http://www1.umn.edu/ohr/gae/ for information regarding the requirements and benefits associated with these positions.

Research Assistants assist faculty members with their research. RA appointments are usually for 25% or 50% time. A 75% TA or RA is possible but a student cannot hold more than a 75% appointment and retain full time student status.

Departmental Fellowship recipients are selected during the admissions process.

Dissertation Fellowships are University-wide awards for which graduate students working (or starting to work) on their dissertations can apply. The deadline for these fellowships is in February; students are notified via the graduate student email listserv.

CLA Graduate Fellowships are intended for recruiting outstanding new students to CLA’s graduate programs.

Other Grants and Fellowships are periodically announced via the graduate student email listserv. Information about additional grants, fellowships, and scholarships is available on the Department intranet at: http://online.psych.umn.edu/grads/funding.html. Currently, Rachel Goeller is the staff person in charge.

Student Financial Aid loan packets are available in the Office of Scholarships and Financial Aid located in the new Science Teaching and Student Services building. These packets contain all the necessary information about application deadlines and all the forms that must be completed. The packets contain information about all of the loans available through the University: Federal Ford Direct Loan, SELF, Perkins, and University Trust Fund Loan. For any questions or concerns call the Office of Scholarships and Financial Aid at (612) 624-1111.
Tuition Benefits
Each 25% TA or RA position will reduce tuition by twice the amount of the appointment. Thus a 25% position will have a 50% tuition waiver and a 50% position (or two or more positions totaling 50%) will have a 100% tuition waiver. The maximum benefit is 100% and applies to a maximum of 14 credits spring and fall semester.

Graduate Assistants who work at least 12.5% time (5 hours per week) from the beginning to the end of the official semester appointment dates, and are properly registered are eligible to receive tuition benefits during that semester. However, a 12.5% appointment does not provide a non-resident tuition waiver or health insurance benefits. The minimum eligibility for a non-resident waiver is 25%.

Eligibility for Lower Tuition Fringe Assistantship
A 25% assistantship (195 hours per semester) provides a non-resident tuition waiver and a resident tuition waiver equal to twice the percentage of the appointment. Please note that the tuition benefit maximum changes after the student has completed all coursework, passed the preliminary oral examination, and completed the required 24 doctoral thesis credits. The maximum tuition benefit for a Ph.D. candidate graduate assistantship classification at this stage is ONE credit ($1,214.17) in 2012-13. Visit the Graduate Assistant Employment website at http://www1.umn.edu/ohr/gae/tuitionbenefits/index.html for further information.

Resident Tuition Rate Reduction for Former Graduate Assistants
A non-resident graduate assistant receives the resident rate for tuition. This benefit is extended to graduate assistants who are no longer employed as graduate assistants for a maximum of 4 semesters, depending upon how many qualifying appointments were held in the past. Minimum eligibility for a former graduate assistant requires completion of 2 semesters of a graduate assistantship at 25% time (10 hours per week) or 195 hours worked each semester. Extended benefits must be used within 3 years of the date of the last qualifying semester.

Health Insurance Benefits
Graduate Students are required to carry health insurance. Graduate assistants holding hourly appointments of 195 hours or more per semester (65 hours in summer), as estimated by their departments, are eligible for the Graduate Assistant (GA) Health Plan. The University subsidizes the cost of the GA Plan, paying a contribution toward the premium of 1.9 times the appointment percentage. A student with a 50% appointment will receive a 95% subsidy of the premium, while a student with a 25% appointment will receive a 47.5% subsidy. All students enrolled in the GA Plan pay 5% of the monthly premium billed once per semester to the student’s account. Coverage under the GA Plan extends through the summer, even if the student does not have a summer appointment. If students do not participate in the GA Plan, they must show coverage from some other source (e. g. a family or spousal plan).

For information and questions related to the graduate assistant insurance plan, see their website at http://www.shb.umn.edu/twincities/graduate-assistants/index.htm, or call the Office of Student Health Benefits at (612) 624-0627.

Benefits Questions
For questions about benefits, call the Graduate Assistant Employment Services, 545 West Bank Office Building, 1300 South 2nd Street, Minneapolis, MN 55455 at (612) 624-OUHR (8647).
# Emergency Phone Numbers

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<th>Service</th>
<th>Non-emergency: 612-624-2677</th>
<th>Emergency: 911</th>
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<tr>
<td>University Police</td>
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<tr>
<td>Campus Escort Services (24 hours)</td>
<td>612-624-WALK (624-9255)</td>
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<td>Aurora Center for Advocacy &amp; Education</td>
<td>612-626-2929</td>
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<td>24-hour Help Line</td>
<td>612-626-9111</td>
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<td>Hennepin County Medical center</td>
<td>612-873-3000</td>
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<td>U of Minnesota Medical Center, Fairview</td>
<td>612-273-3000</td>
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<td>The Men’s Line</td>
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<td>University Counseling &amp; Consulting Services</td>
<td>612-624-3323</td>
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<td>Counseling/Academic</td>
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<td>Urgent Mental Health Counseling at Boynton</td>
<td>612-625-8475</td>
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<td>Counseling/Therapy</td>
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<td>University Student Legal Service</td>
<td>612-624-1001</td>
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<td>Equal Opportunity &amp; Affirmative Action</td>
<td>612-624-9547</td>
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<td>Harassment/Discrimination</td>
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<td>University Women’s Center</td>
<td>612-625-9837</td>
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<td>Women’s equality and advancement</td>
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<td>Disability Services</td>
<td>612-626-1333 (V/TTY)</td>
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<td>Support/Advocacy</td>
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<td>GLBTA Programs Office</td>
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<td>Equity/Support/Advocacy</td>
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<td>Student Conflict Resolution Center</td>
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<td>Office for Conflict Resolution</td>
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Appendix A

Paperwork List – A Summary
This is simply a list of the current paperwork items for which the student and adviser are jointly responsible. Forgetting something, or not taking care of it in a timely fashion, creates problems – sometimes very serious problems.

1) Yes___ No___ Completion of the form that certifies completion of the General Area Distribution Requirements coursework.

2) Yes___ No___ Submission of the Ph.D. Graduate Degree Plan form sometime during year 3.

3) Yes___ No___ Submission of the electronic request for the prelim Oral Committee sometime in year 3 or 4.

4) Yes___ No___ Submission of the Preliminary Written Exam form, signed by the adviser, to the DGS after successful completion of the written Ph.D. preliminary exam requirement sometime in year 4, or earlier.

5) Yes___ No___ Scheduling the date of the Ph.D. Preliminary Oral Exam with the Graduate School.

6) Yes___ No___ Submission, to the Graduate School, of the Preliminary Oral Examination Report form immediately after completion of the preliminary oral exam.

7) Yes___ No___ Submission of the request for the final oral committee at least one semester before the final oral examination.

8) Yes___ No___ Submission of the dissertation Reviewer’s Report Form to the Graduate School at least one week before the student wishes to schedule his or her final oral exam (i.e. the thesis defense).

9) Yes___ No___ Submission, to the Graduate School, of the Final Oral Exam Report form immediately after completion of the final oral exam.

10) Yes___ No___ Submission of the final copy of the thesis, signed by the adviser, to the Graduate School.

Again, it is a fundamental responsibility of the faculty adviser to make sure that these items are completed in a timely fashion.