

Graduate Handbook



COLLEGE OF HUMAN AND HEALTH SCIENCES PSYCHOLOGY and CHILD DEVELOPMENT DEPARTMENT

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Statement of Purpose

A. Objectives of the Graduate Handbook

1. To orient interested students to the opportunity of graduate education in general.
2. To present the various master's level programs offered in psychology by CSUS.
3. To serve as a contract of "fair rules fairly applied" regarding admission, disqualification, and degree requirements. This document comprises "informed consent."
4. To serve as an advising guide to students accepted into the program.

B. Use of this Handbook

You should read this handbook carefully and have a comprehensive working knowledge of the policies and procedures before:

1. Applying for admission to any CSUS Psychology Graduate Program.
2. Making advising appointments.
3. Seeking faculty sponsors for Fieldwork, Independent Study, Thesis, and Practicum.
4. Seeking faculty consultation on exception to program requirements.

While this Handbook is intended to be a guide for your use during the course of your graduate training, it is subject to change, and you are responsible for familiarizing yourself with changes made during your training. The most current version of this document will be available on the Psychology Department's website.

Statement of Non-Discrimination

California State University, Stanislaus supports participation in all academic and academically related activities by all individuals without regard to race, color, creed, marital status, national origin, sex, handicap, or age. The University has established an affirmative action program in accordance with federal and state Civil Rights Act as amended (Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1974, and the Vietnam Readjustment Assistance Act). The regulations prohibit discrimination in the admission of students. For further information or should you feel that you have been discriminated against in one of the aforementioned areas, contact the Affirmative Action Office on campus.

The Department of Psychology at Stanislaus is strongly committed to following all legal and ethical guidelines applicable to the professions of the teaching, training, and practice of psychology. The Department of Psychology adheres to the current American Psychological Association's Code of Ethics. Students who feel they have been treated unfairly or unprofessionally by any member, policy, or procedure of our Department should seek to resolve the issue. If the issue in question involves a specific faculty member, the American Psychological Association code of ethics suggests you first bring the matter to his/her attention for resolution. If the matter cannot be resolved and you continue to feel that your rights as a student are being violated, consult with the Department Chairperson or an unbiased member of the Psychology Department.

General Graduate Advising

In psychology, career options and opportunities generally exist in direct proportion to the amount of graduate education students have received. Jobs are available in: large corporations; public entity agencies; at the federal, state, county, and city levels; private consulting; private practice; and to a limited extent, higher education.

Those wishing to pursue a career in psychology may apply to one of two graduate programs: Master's (M.A., M.S.), and Doctoral (Ph.D.) programs. It is not necessary to obtain a Master's degree to enter a Ph.D. program. CSUS offers only the Master's degree.

Students possessing excellent academic skills, "strong" academic credentials, and the necessary motivation should seriously consider obtaining graduate training. Master's programs can provide career-oriented specialty training in such fields as counseling, behavior analysis, industrial psychology, and quantitative analysis. Master's programs can also prepare students for doctoral programs if a strong academic track is followed. Students whose academic records do not qualify for immediate admission into a doctoral program or who are geographically bound for the moment but intend to pursue doctoral studies might benefit from earning a master's degree first. Ph.D. programs limit the number of graduate transfer units, but you may have a number of the required courses waived, including the Master's thesis. This allows you to take elective courses your non-master's degree colleagues will not have the freedom to pursue.

Doctoral programs provide specialty training in a variety of areas within psychology, such as Clinical, Experimental, Behavior Analysis, Organizational-Industrial, Social-Personality, Developmental, Counseling (usually housed in the School of Education), and so on. Students apply to a department to enter a specific program, and to a greater or lesser extent, commit themselves to that program. For doctoral level programs, students are strongly advised to apply to several schools. These schools are expected to cover a wider geographic range, and should be selected on the basis of the nature of the program, the strengths of the faculty, and the admission requirements. An excellent source for this sort of information, and the place to begin this very important research, is the "Graduate Study in Psychology" reference book (located in the campus library) published and updated every year by the American Psychological Association (APA) also available online at <http://www.apa.org/pubs/databases/gradstudy/index.aspx> for a fee. Another source for such information is psychology faculty members. Faculty are familiar with graduate programs, both from their professional involvement with others in the field and their experiences with previous students who have gone on to doctoral studies. Additionally, virtually all programs have information packets available upon request for prospective applicants.

Virtually all schools offer information about their graduate programs on the internet. Once you have identified potential programs, you should visit their websites to obtain contact information, details about their application process, and additional information about the program.

Information about graduate programs nationwide can be obtained by a computer printout system called GIS (Graduate Information Service) housed in the

Counseling/Career Development Center (C/CDC) on the CSUS campus. If you are presently enrolled in any class at CSUS, your Associated Students Fees entitle you to the full range of counseling and career development counseling services offered through C/CDC.

Many psychology undergraduates consider Ph.D. programs (in Clinical Psychology, for example) without information regarding such vital facts as fees, number of openings, admission criteria, or theoretical emphasis of the program. Ph.D. programs in APA approved Departments of Psychology are highly competitive, requiring unusual commitment and competence for both the undergraduate and 5-year graduate program.

The psychology graduate programs at California State University, Stanislaus are designed to provide specialized scholarly training in the field of psychology. By completing a core set of requirements, students may prepare themselves for a variety of career goals. In addition to preparation for doctoral level work, students can specialize in such fields as Counseling and Behavior Analysis. Each concentration involves the same core requirements while providing distinct specialty concentrations. The Department offers the M.A. degree in General Experimental Psychology and the M.S. degree in Psychology with concentrations in Counseling and in Behavior Analysis.

MASTER OF ARTS DEGREE IN PSYCHOLOGY (M.A.)

The M.A. program in Experimental Psychology is designed (1) to prepare students for advanced graduate work, and (2) for students who desire a research-oriented program. Admission to the program is competitive. This is a one year, 30 unit program.

MASTER OF SCIENCE DEGREE IN PSYCHOLOGY (M.S.)

The M.S. program is a two-year, program designed to train masters level professional psychologists who can apply the techniques and knowledge of psychology to the solution of human problems. The M.S. program has two concentrations, Counseling and Behavior Analysis; both of which meet the educational requirements for the Marriage Family Therapist (MFT) license, formerly known as the Marriage, Family and Child Counselor (MFCC) license. There is emphasis on basic, theoretical psychology as well as training in applied skills. The program is rigorous and requires serious commitment and efficient time-management to progress in a timely manner and earn the degree.

The basic studies in the program are designed to give the student a solid background in the fundamentals of psychology, such as psychopathology, developmental psychology, professional ethics, human sexuality, learning theory, and research methodology. The student will thus be trained to a level of sophistication appropriate for a professional psychologist. In addition, the student will prepare to work professionally in one of the following areas: counseling or behavior analysis. Each of these concentrations includes theoretical and technique training as well as substantial practicum experience appropriate to the area.

Behavior Analysis Concentration

The M.S. concentration in Behavior Analysis trains the student in both the theoretical and applied skills needed to provide consultative and direct services to a wide variety of populations including exceptional children and adults, preschool children, teachers and parents. The M.S. concentration in Behavior Analysis (50 units) can be completed in two years of full-time study. However, students may participate on a part-time basis.

The Behavior Analysis concentration has California state accreditation making graduates eligible for the licensure in Marriage and Family Therapist (MFT). Graduates may also qualify for registration as a behavior analyst and are qualified to sit for the behavior analyst certification exam. This concentration is unique in that it provides extensive training in behavioral theory, experimentation and application. The program is one of two university programs accredited by the Association for Behavior Analysis in the Western United States. Employers around Northern California seek graduates for positions as behavior specialists, behavioral consultants and program managers. Faculty members teaching in this concentration belong to the Association for Behavior Analysis and several faculty members are Board Certified Behavior Analysts®. Graduates have been quite successful in gaining acceptance into Ph.D. programs in psychology across the nation.

Counseling Concentration

The M.S. concentration in Counseling Psychology (50 units) requires the equivalent of two years of full-time study. However, students may participate on a part-time basis. Students should realize that many graduate courses are offered only once per year. The Counseling Psychology concentration prepares the student to do family, individual (adult and child), relationship, and group counseling in a wide variety of settings. Among other areas, attention is given to the problems of marriage and family living. The student gains practicum experience by working with clients in one or more of the many community mental health agencies in the area. The Counseling Concentration prepares the student to be eligible to sit for the licensing exam and become a licensed Marriage and Family Therapist (MFT).

The Counseling Concentration enjoys an excellent reputation regionally, partly due to the number of well trained MFT counselors graduating from our program who are well placed in counseling careers. The Counseling Concentration has been accredited by the California Board of Behavioral Sciences for over a decade. Nearly all graduates pass the MFT exam. The Counseling Concentration maintains excellent practicum placements in the public sector.

PREPARATION FOR THE CSUS MASTER'S PROGRAM IN PSYCHOLOGY

Students applying for the Psychology Master's program at CSUS are not required to have majored in psychology during their undergraduate studies. At the same time, students are required to have completed certain courses before they are eligible to enroll in the program, and are strongly encouraged to have completed other courses to be prepared for our graduate courses.

To apply to any CSUS Graduate Program in Psychology you must have a minimum of 16 upper division undergraduate units of psychology courses approved by the Graduate Committee.

REQUIRED PREREQUISITE COURSES FOR ALL PROGRAMS

1. Introductory Psychology
2. An upper division course in Experimental Psychology covering such topics as measurement, research design, experimental control, subject assignment to groups, and experience in data collection and the writing of experimental reports in current APA format.

Note: At CSUS, the Statistics and Experimental Psychology requirement is combined in our course Psych 3000 (experimental methods) with laboratory. You must have a grade "B" or better in your Statistics/Design Course to apply.

REQUIRED PREREQUISITE COURSES FOR THE M.S. AND M.A. CONCENTRATIONS

Students applying to the M.A. program in research psychology are required to have B.S. or B.A. in Psychology **or** one upper-division course in experimental psychology, one upper-division general psychology course, two upper-division laboratory courses or research seminars in psychology, and three courses, one from each breadth area as defined in the requirements for the undergraduate degree in psychology.

Students applying to the Behavior Analysis concentration (M.S.) are **REQUIRED** to have the following courses IN ADDITION TO those courses required for all programs.

1. An upper division in Human Development, with a minimum grade of B.
2. An upper division introduction to abnormal psychology course with a minimum grade of B (CSUS 3350, Abnormal Psychology)
3. An introductory course in learning theory, with a minimum grade of B.
4. An upper division introduction to counseling theory course with a minimum grade of B (CSUS 3790 Counseling Theory)
5. An upper division counseling techniques course with a minimum grade of B (CSUS 4770 Introduction to Counseling Techniques) emphasizing basic communication skills training.

Students applying to the Counseling concentration (M.S.) are **REQUIRED** to have the following courses IN ADDITION TO those required for all programs.

1. An upper division in Human Development, with a minimum grade of B.
2. An upper division introduction to psychological testing with a minimum grade of B (CSUS 3160 Introduction to Psychological Testing)
3. An upper division introduction to abnormal psychology course with a minimum grade of B (CSUS 3350 Abnormal Psychology)
4. An upper division introduction to counseling theory course with a minimum grade of B (CSUS 3790 Counseling Theory)
5. An upper division counseling techniques course with a minimum grade of B (CSUS 4770 Introduction to Counseling Techniques) emphasizing basic communication skill training.

APPLICATION PROCEDURES AND ADMISSION REQUIREMENTS

MASTER OF SCIENCE DEGREE IN PSYCHOLOGY

I. Procedures for Application

A. Admission Office/Graduate Office:

All students who wish to enroll in any post baccalaureate coursework must:

- 1) Submit a general California State University application for admission to graduate standing. This form may be obtained from the Admissions Office, California State University, Stanislaus, One University Circle, Turlock, California 95382.
- 2) Submit transcripts of all college work to the Admissions Office.
- 3) Department and University policy permits some graduate coursework to be taken while students were unclassified to be applied toward their Master's degrees once the students have earned classified standing in the department. Specifically, students may apply a maximum of nine (9) required graduate units taken during unclassified status. Units in excess of nine cannot be applied to the Master's degree. Further, courses in which students have earned a grade of less than "B" (i.e., a grade of "C" or less) would not be transferable to the degree program.

B. Psychology Department

All students wishing to gain classified standing in any psychology graduate program must simultaneously:

- 1) Submit a Graduate Application (obtained from the Psychology Department) to the Psychology Department.
- 2) Submit a record of performance on the Graduate Record Exam General Test (which should include the Analytical Writing score). Testing arrangements can generally be made online at www.gre.org/ for assistance you may contact the testing center at 209.667.3157 or at <http://www.csustan.edu/testing/> of California State University, Stanislaus.
- 3) Submit transcripts of all college work. (NOTE: *Students at Stanislaus must notify Admissions and Records Office to send their transcripts to the Psychology Department upon applying to the Graduate Program. Do not assume that the transcripts you sent to admissions will be forwarded.*)
- 4) Obtain three letters of recommendation (using the forms provided in the application packet). These will usually be from past professors and instructors who are in a position to evaluate an applicant's qualifications

for graduate study. Refer any questions about obtaining these letters to the Department. It is suggested that you make a formal appointment with each of your supporters to discuss the strength of the letter he/she feels capable of writing.

5) All application materials for the M.S. and M.A. programs must be received in the Psychology Department no later than **February 1** for admission to the program beginning in the Fall semester. This includes the report of GRE scores. The graduate secretary will try to contact you regarding incomplete applications before the listed deadlines. However, it is your responsibility to verify that your application materials are in order.

6) Students must file application materials with both the University Admissions Office and the Psychology Department. Failure to submit the necessary materials to either unit by the deadline will result in your application not being considered.

II. Minimum Requirements for Admission:

A. A bachelor's degree with at least 16 approved upper division semester units in psychology including a background in experimental and research skills. These courses must be acceptable to the Psychology Graduate Committee in terms of course content and student performance.

B. Above average performance in the undergraduate major or in all psychology units taken.

C. Completion of all research methods courses. Prerequisites reviewed for possible conditional status.

D. Satisfactory completion and performance on the GRE General Test (including the Analytical Writing section). Exam scores must be received by the Psychology Department by the program application deadline.

E. Approval by the Psychology Faculty.

F. Upon notification of acceptance into Classified Graduate Standing in any of the Department's programs, the applicant should send a letter indicating acceptance of a position the specific program and that he/she understands the departmental policies.

ADVANCEMENT TO CANDIDACY

Once accepted to Classified Status, students must eventually file Advancement to Candidacy petition with the Psychology Department. The petition cannot be filed until students have completed all of the following:

- A. Removed any deficiencies in admission requirements or conditions placed on the Classified Status.
- B. Completed at least 12 units of psychology graduate course work with a minimum Grade Point Average of 3.0 including Psychology 5010 (Advanced Research Methods).
- C. Satisfactory completion of the writing portfolio requirement, if you're GRE writing assessment score placed you in the top 30% nationally of those taking the GRE in the same time period; you meet the graduate writing competency requirement and do not need to complete the writing competency assessment portfolio.
- D. Specified a fixed set of courses for degree completion.
- E. Identified a master's thesis topic, selected a chair for the thesis and additional thesis committee members. (You are not yet required to have had a formal thesis proposal committee meeting.)

Advancing to candidacy means that the University permits students to register for thesis and practicum units. Unless students have advanced to candidacy, they cannot enroll for such units. The petition asks for confirmation of the courses students have taken, are taking, and plan to take to fulfill University graduation requirements, as well as the title of the thesis. It must be signed by the student's advisor, thesis chair, Psychology Graduate Director, and Psychology Department Chair.

In completing the petition, only the minimum units required for the degree are reported. Many students may have taken more units than are listed in the Advancement to Candidacy petition.

The approved program and advancement to candidacy constitutes a contractual relationship between the student and the University. All features of the contract must be met before the degree is granted. The student is responsible for filing the appropriate forms with the Department. These forms are available from the psychology department.

CONTINUOUS ENROLLMENT

It is expected by the University that graduate students will register for academic units each semester until they graduate. The University provides a one semester "grace period" for an enrollment break. If students do not register for course work during a particular semester, nothing of any consequence happens. At the start of the following

semester, the University will expect to find the student once again registered for units. If the student is not registered, the University automatically drops the student from the graduate program. Once dropped, the student is required to reapply to the University and to the Department. If readmitted, the student must meet all catalog requirements in effect at the time of re-admittance. Students should inform the Psychology Department in writing if they will not be enrolled in courses for more than one semester.

It is not unusual for students to complete all of their classroom coursework, register for thesis units, and find at the end of the semester that they have not finished the thesis. This work, therefore, must be carried into the next semester. Students in this position must still maintain continuous enrollment, despite the fact that they have finished their coursework. **Once a student completes 3 units of thesis (PSYC 5990) they must be continuously enrolled in Continuing Thesis or Project (PSYC 7005).**

THESIS REQUIREMENT

To obtain their Master's degrees, students must complete a thesis written in American Psychological Association publication style within the time limits set by the University. Students should also check with the graduate office for their requirements regarding the thesis document.

Generally, a thesis is an empirical study, the writing of which is organized around chapters titled Introduction, Methods, Results, and Discussion. It is anticipated by the University that students working in more traditional scientific fields will engage in thesis work involving experimentation.

The Department has broadened its conception of the thesis to include such related scholarly activities as: program evaluation, major theoretical analysis and community needs assessment (if done in the APA style). Other graduate projects (as described in the CSUS catalog) cannot be substituted for the thesis requirement.

Before beginning the thesis, we suggest that you contact the graduate school department in MSR bldg. room 160 or at <http://www.csustan.edu/Grad/> for information on deadlines, the type of paper they want you to submit the thesis on (including the thesis approval form used in the final defense), number of copies they will require, document specifics, etc.

The following describes the steps involved in completing the thesis:

1. Select a chairperson for your thesis, as well as a topic. Most students will select a topic in conjunction with discussions with a faculty member, who may or may not agree to be the chair of your thesis. In general, you are seeking a topic that is interesting to both you and your chair.
2. Select the additional committee members – discuss other potential committee members with your chair. Obtain a committee of no fewer than three individuals, the majority of whom must be California State University, Stanislaus (CSUS)

psychology faculty members. Thus, for a three-member committee (the typical size), two must be CSUS faculty; for a four-member committee, three must be CSUS faculty; and so on. The chair of the committee must be a tenured or tenure-track faculty member in the Department of Psychology on duty during the semester in which the thesis is to be completed.

3. Pass the writing competency requirement. To complete the writing proficiency requirement, students should submit three graduate level papers, from at least two different professors, to their thesis chair. Those papers should have been graded by the professors for writing proficiency.
4. Complete your advancement to candidacy form. This form documents that you have completed prerequisite coursework, have a thesis committee, have completed the writing portfolio, etc.
5. Enroll in thesis units. The number of units that you take will reflect the amount of work you need to complete in that semester. The department allocates 3 units for the thesis (PSYC 5990), so each unit taken should result in one-third of the thesis completed. Once you have enrolled in thesis, the University required that you continuously enroll until the thesis is completed. If you exhaust those three units and have not completed your thesis, you may be eligible to enroll in PSYC 7005, to maintain your continuous enrollment, at a lesser cost.
6. Work with your chair to develop your proposal. The proposal consists of the background (introduction) and methods sections of your thesis. Different chairs will approach the development of the proposal differently. For instance one chair may ask you to review articles and write an introduction. Another may ask you to share the articles that you find, summarize them, create an outline for the introduction, then write the document. In any case, you should maintain close contact with your chair as you develop the proposal to prevent major rewrites of the document. In general the proposal should describe previous research in the area, and build a rationale for your study. The methods section should provide enough detail to your committee members so that they can completely understand what you are proposing to do for the research. You should write your proposal and thesis using American Psychological Association (APA) style. Also, contact the graduate college for their guidelines for preparing the thesis. **In submitting drafts of the proposal to your chair or committee, please do not expect these individuals to serve as proof readers. In fact, according to Department of Psychology policy, if a committee member encounters a total of 15 typographical, grammatical, or APA-Publication-Manual errors, she/he should return the thesis immediately to the student without reading further.**
7. Arrange a proposal meeting. Once the chair approves the proposal document, arrange for a proposal meeting by contacting your committee members to set a date and time. Allow two hours for the proposal meeting, **and provide the proposal document to your committee members at least two weeks in advance of the proposal date.** Notify the graduate secretary of the agreed up time and date, and a room and announcements will be provided (proposals are open to all psychology and graduate students)

8. Hold the proposal meeting. During the meeting you will present an overview of the background for your study, as well as the details of how you will conduct the study, including how you will analyze or display your data. Your committee members may make suggestions for improving or modifying your study – you should take notes on these suggestions. At the conclusion of the proposal meeting your committee members will come to a consensus as to whether or not your proposal is suitable for a thesis. If the proposal is approved, the committee members will have come to an agreement as to the nature of the study, the number of participants, the research design, etc. These should be written on the Proposal Approval Form. Each committee member should then sign the approval form. The approved proposal is a contract between you and the Department, saying, in effect, that we will accept a satisfactory thesis based on the proposed research and cannot change our mind, even if the results of the study were not as exciting as you had hoped, and even if, as happens rarely, you had to replace a committee member.
9. Obtain Institutional Review Board (IRB) approval for your research. All research at CSU Stanislaus must be reviewed by the IRB, check at the following <http://www.csustan.edu/UIRB/> for forms and deadlines. You cannot start any aspect of your research until you have been granted IRB approval. The Psychology Department has its own IRB, <http://www.csustan.edu/Psychology/Research.html> to which you may be able to submit your proposal.
10. Conduct the research. Once IRB approval has been obtained, you may start recruiting participants and conducting the study. As the principle investigator, you are responsible for the conduct of any research assistants that may be helping you. In addition, you should fulfill all your obligations as the researcher – awarding any credits or monies promised to the participants, showing up on time for appointments, etc.
11. Write the thesis. Once your data have been obtained, complete the thesis document. Make any changes to the introduction suggested by your committee members (from the proposal meeting), and complete the methods, results and discussion sections. Consult with your chair while making these changes. As with the proposal document, your chair will likely request a number of changes as the document is shaped to its final version.
12. Schedule a defense date. Once the chair has approved the final thesis document, schedule a date to present your research by contacting your committee members to set a date and time. Allow two hours for the defense, **and provide the final document to your committee members at least two weeks in advance of the defense date.** Notify the graduate secretary of the agreed upon time and date, and a room and announcements will be provided (thesis defenses are open to all psychology and graduate students).

13. Hold the defense meeting. During the defense you should demonstrate the following:

- a. That you can fully understand the research conducted, as well as the implications of your work for the larger discipline.
- b. That you can effectively communicate your research as might be done at a professional conference, and for the written document, in a professional journal.

Your committee members will point out any errors they find in the document, and will help you shape the document into the strongest possible form. It is likely that your committee members will have some revisions for you after the defense meeting. The defense is a formal procedure. The committee chair is the chairperson of the meeting. While the defense is an open meeting, in practice only the candidate and the committee are usually present. A typical defense takes between one and two hours and basically follows the following sequence:

- a. The candidate orally presents a brief (e.g., 20-30 minute) summary of the work. The length and format of the presentation should be discussed with your thesis chair.
- b. The committee questions and converses with the candidate.
- c. Observers (should there be any) are invited to question or interact with the candidate.
- d. When the above is completed, the candidate and any observers are asked to leave the room to permit the committee an opportunity to discuss the candidate's performance and consolidate its recommendations.
- e. After committee deliberation, the chair brings the candidate alone (no observers) back to the room. The candidate is then informed of the outcome of the defense (e.g., pass or fail) and told what changes are needed in the "document of defense" to make its content satisfactory to the committee. At this point if you pass the committee member are likely to sign the thesis signature page (available in your orientation packet). Those signatures are the final approval needed from the psychology department. If you do not pass, generally a second thesis defense meeting will be scheduled to rectify the problems encountered in the first defense. If for some reason you failed to conduct the study as agreed upon during the proposal meeting, you may be required to start the thesis process over. Your chair and/or committee members may withhold their signatures from the thesis approval form until those changes are made. Once you have made them, obtain the signatures.

14. Revise and submit your document to the library for review. They are likely to request a working copy of the thesis for the graduate readers to examine (not the final version on good quality paper). Once the readers have examined the document, you should review their suggested changes with your chair, especially if they ask for content changes (typographical changes do not need to be reviewed by your chair).

15. Submit your thesis for binding. Once you have made changes submit the final version to the library for binding. Contact the graduate school at http://www.csustan.edu/Grad/thesis_project.html for the specifics they require in submitting your thesis to binding, per their instructions (find out the current deadlines, number of copies required, type of paper, etc. from the graduate school). It is customary to provide your thesis chair and committee members with a copy of the finished document as well.

Avoid Expired Course Work

Seven-Year Limit

Consistent with Title 5, of the California Code of Regulations, CSU Stanislaus policy specifies that no more than seven consecutive years may be used to complete the requirements for a graduate degree. *Faculty will not be available for immediate assistance therefore, **avoid approaching the Seven-Year Limit.***

GENERAL INFORMATION

I. Challenge Exam

Students may satisfy any course requirement (except thesis and practicum) by demonstrating proficiency in the subject matter taught in the required course. This will be done through the normal challenge procedure (exam) or by petition for acceptable transfer credit. NO automatic provision for challenges exists. All challenge procedures must be arranged with the full-time member of the faculty responsible for the course in question.

II. MFT information

Our M.S. program concentrations in Counseling and Behavior Analysis meet the educational requirements for the Marriage Family Therapist (MFT) License. The specific requirements for the MFT license are complex and will be detailed in several of your upcoming graduate classes. It is the student's responsibility to know the laws and regulations regarding obtaining the MFT license. You should consult the State of California's Board of Behavioral Sciences (BBS) website for specific details and possible changes (www.bbs.ca.gov). The following is an outline of several important MFT requirements.

1. To be eligible to sit for the MFT License you must:
 - A. Graduate from an approved Master's program
 - B. Have 3000 supervised hours of experience, 1300 of which can be earned as an MFT trainee.

2. To earn supervised hours as an MFT trainee you must:
 - A. Complete 12 semester units in your MFT Master's degree program and remove any conditions on your admittance to the program.
 - B. Register with the Psychology Department as an MFT Trainee. You must maintain your training status –renewing as necessary– the entire time you are working as a trainee. (See Your Practicum packet for form needed.)
 - C. Be enrolled in the university as a degree seeking graduate student in Psychology. You must enroll for EVERY semester in which you wish to work as a trainee, including summer sessions (discuss this with your advisor).
 - D. Earn hours only at a site pre-approved by the Psychology Graduate Director.
 - E. Each pre-approved site will have a letter of agreement with the Psychology Department which outlines the responsibilities of the site, supervisor, and trainee. In addition, all experience will have regular written evaluations and progress reports.
 - F. Have student liability/malpractice insurance. (Please contact APA or CAMFT for applications.)
 - G. Complete the Weekly Summary of Hours of Experience Form for each week you earn hours. These forms are required by the licensing board. You are to retain these forms as the BBS may ask for them when you apply for licensure. You will also be required to submit copies of these forms to the Psychology Department when you submit your end of the semester evaluation forms. See <http://www.bbs.ca.gov/forms.shtml> for forms.
 - H. Have your MFT supervisor complete the Supervisor Responsibility Statement within thirty days of commencing supervision. You must submit a copy of this form to the BBS and the Psychology Department.
 - I. Must have 1 hour direct supervision for each week of experience. Your supervision must average 1 hour of direct supervision for every 5 hours of experience. One hour direct supervision means one hour of individual supervision or 2 hours of group supervision with no more than 8 individuals in the group. These ratios can be averaged on a semi-annual basis. See <http://www.bbs.ca.gov/> for more information.

3. To be eligible to enroll in practicum* you must:
 - A. Complete the Practicum Application Form
 - B. Be a second year student
 - C. Have Advanced to Candidacy
 - D. Have successfully defended a thesis project proposal.
 - E. Completed the following courses:
 - Counseling Concentration: Psycho diagnostics, Legal and Ethical Issues, and Advanced Counseling
 - Behavior Analysis Concentration: Approval from Psychology Graduate Director

*Please note that you must complete 75 hours of face-to-face experience in each of your two semesters of practicum. See <http://www.bbs.ca.gov/> for more information.

III. Academic and Administrative Probation and Disqualification.

Executive Order (393) provides broad guidelines for informed consent of students regarding academic-administrative probation and disqualification, and a student appeals procedure. Section III of the Executive Order states that probation and disqualification of graduate students are subject to criteria established by the campus. The following is an attempt to define such criteria:

Criteria for Evaluating Psychology Graduate Students

1. Assessment. The knowledge and skills to select, collect, and interpret (analyze) assessment data.
2. Intervention Strategies. Based on assessment of clients' history and current functioning, to design, implement, and evaluate intervention strategies with clients; knowledge and prescriptive use of currently accepted strategies.
3. Human and Animal Behavior. Knowledge of the areas of personality, learning, interpersonal, and group functioning.
4. Research. Knowledge of the rationale, methodology, techniques, and tools of scientific investigation, ability to read, analyze and interpret research literature in the student's specialty area; the skills of conducting a master's thesis.
5. Legal and Ethical. The student must have knowledge of laws and ethics that are relevant to his/her field of practice. Also must follow and abide by these laws and ethical guidelines in all course, fieldwork, and practicum settings.
6. Special Groups. Knowledge of particular needs and characteristics of groups including veterans, women, racial minorities, handicapped, youth, and older persons.
7. Personal Characteristics. Accepting of feedback, ability to integrate and change based on feedback, emotional stability, ability to function with fellow students, faculty, and clients.
8. Thesis and Program Requirements. Satisfactory rate of progress on thesis and program requirements as determined by faculty and take courses in sequence as prescribed by the Psychology Department and satisfy prerequisite requirements. All exceptions must be granted by Psychology Graduate Committee.

Failure to meet any of the above criteria and/or criteria under the college-wide Graduate Probation/Disqualification policies may result in probation or disqualification.

Graduate Student Review Procedure. All students will be reviewed by a committee from their respective program (behavior analysis, counseling, MA), at least once during each academic year.

The committee's data may be presented to the Psychology Department for additional input. The faculty may then provide a written letter (written by program head) to the student regarding: (1) his/her progress in the program; (2) success or failure in meeting program goals; and (3) any other information related to the student's progress in the program. If deficiencies are noted, a statement must be provided specifying in detail the nature of the deficit and the type of remediation, if possible, which should be undertaken, and a deadline for completing the remediation. If a student is placed on Academic-Administrative Probation or Disqualification, it must be stated explicitly in the letter. In addition, he/she shall be provided with the conditions for removal from probation and the circumstances which would lead to disqualification, should probation not be removed. Administrative-Academic Probation. The following is excerpted from Executive Order 393 (July 1, 1982). The Psychology Department is under the jurisdiction of this order and all Psychology Graduate Students are therefore subject to this order. The order reads as follows: "Administrative-Academic Probation: An undergraduate or graduate student may be placed on administrative-academic probation by action of appropriate campus officials for any of the following reasons:

- A. Withdrawal from all or a substantial portion of a program of studies in two successive terms or in any three terms. (Note: A student whose withdrawal is directly associated with a chronic or recurring disability or its treatment is not to be subject to a Administrative-Academic Probation for such withdrawal.)
- B. Repeated failure to progress toward the stated degree objective or other program objective, including that resulting from assignment of 15 units of NC, when such failure appears to be due to circumstances within the control of the student.
- C. Failure to comply, after due notice, with an academic requirement or regulation which is routine for all students or a defined group of students. (For example: failure to complete English Placement Test, failure to complete a required practicum, failure to complete a specified number of units as a condition for receiving student financial aid.)

Administrative-Academic Disqualification: A student who has been placed on Administrative-Academic Probation may be disqualified from further attendance if:

- A. The conditions for removal of Administrative-Academic Probation are not met within the period specified.
- B. The student becomes subject to academic probation while on Administrative-Academic Probation.
- C. The student becomes subject to Administrative-Academic Probation for the same or similar reason for which he/she has been placed on Administrative-Academic Probation previously, although not currently in such status.

When such action is taken, the student shall receive written notification including an explanation of the basis for the action.

Students who are disqualified at the end of an enrollment period under any of the provisions of the Executive Order shall be notified before the beginning of the next consecutive regular enrollment period. Students disqualified at the beginning of the summer enrollment break shall be notified at least one month before the start of the fall term. In cases where a student ordinarily would be disqualified at the end of a term, save for the fact that it is not possible to make timely notification, the student may be advised that the disqualification is to be effective at the end of the next term. Such notification should include any conditions which, if met, would result in permission to continue in enrollment.

Probation and Disqualification of graduate students are subject to criteria established by the campus. Such criteria may not be less than those established for undergraduate students.

Notice: The foregoing provisions for probation and disqualification shall be summarized in each campus bulletin together with information on local policies and procedures related to their implementation. Procedures for orientation of new students shall include distribution of written materials concerning all aspects of probation and disqualification as well as provisions for review and reinstatement.

Student Grievance Procedure. If the student believes that his/her rights are abridged, the following steps are to be followed:

- 1) The Psychology Department Chair is to be notified in writing within four weeks of the termination action that grievance procedures are desired.
- 2) Within two weeks, the appeals committee must be selected. The “Post-Baccalaureate Standing: Unclassified” student shall appeal to the College Petitions Committee through the Director of academic advising; students admitted to Graduate Standing shall appeal through the appropriate Department Chair. The appeals committee shall consist of a faculty member from the department selected by the Department Chair, a faculty member from the department selected by the student, and a faculty member, who will chair the appeals committee, selected from outside the department by the Graduate Dean.
- 3) Within two weeks of the appointment of the Committee, the student is to submit a written statement of appeal detailing and documenting the compelling reason(s) which form the basis for the student’s contention that the Department’s decision is arbitrary and capricious and/or departmental/university procedure was not followed. Also, the remedy sought should be stated.
- 4) Two weeks following receipt of the statement of appeal, the Grievance Committee shall meet to hear the grievance. Both the grievant and the faculty may present evidence and/or witnesses.
- 5) Following the conclusion of the hearing, the Grievance Committee shall consider the evidence, reach its decision and prepare its report. The report shall consist of the Committee’s detailed findings of fact, any conclusions regarding those

findings, a finding for or against the grievant, its recommendations for resolving or terminating the matter, and the rationale for its findings, conclusion and recommendations. If the finding is against the grievant, no remedy is to be recommended. In order to find for the grievant, the committee must find that the grievant's rights were abridged by a procedural violation substantially harmful to the grievant, a failure to take into account substantial evidence favorable to the grievant, action which was arbitrary, unreasonable or capricious or not supported by evidence or not consistent with appropriate criteria or reasonable standards.

The Committee may recommend whatever is deemed necessary and appropriate to remedy the wrong found to exist. The Committee's recommendation need not be limited to the remedy sought by the grievant.

The findings of the Committee are binding to both the grievant and the Psychology Department.

If the grievant or Psychology Department is not satisfied with the decision, recourse may be taken in the courts.