

GRADUATE HANDBOOK



COLLEGE OF SCIENCE PSYCHOLOGY and CHILD DEVELOPMENT DEPARTMENT

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Statement of Purpose

A. Objectives of the Graduate Handbook

- To provide an overview of the MS and MA programs in psychology at Stanislaus State.
- To serve as a contract regarding admission, disqualification, and degree requirements.
- 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:

- Making advising appointments.
- Seeking faculty sponsors for Independent Study, Thesis, and Practicum.
- Seeking faculty consultation on exception to program requirements.

While this Handbook is intended to be a guide for your use during 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

Stanislaus State 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 State 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.

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

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

MASTER OF ARTS DEGREE IN PSYCHOLOGY (M.A.): BEHAVIOR ANALYSIS

The M.A. program in Psychology: Behavior Analysis concentration is designed to provide students with knowledge and experience in applying the science of Behavior Analysis to a variety of areas in society. In addition, students will complete the required coursework to become Board Certified Behavior Analysts (BCBA). This is typically a two-year, 40-unit program.

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

The M.S. program is designed to train masters level professionals who can apply the techniques and knowledge of psychology to the solution of human problems. The M.S. program has two concentrations: Behavior Analysis and Counseling. Both concentrations meet the educational requirements for the California Marriage Family Therapist (MFT) license. There is emphasis on theory, research, and applied skills. The program is rigorous and requires a commitment of time and effort as well as efficient time-management to progress in a timely manner and earn the degree.

The program is designed to give the student a solid background in the fundamentals of psychology including: psychopathology, developmental psychology, professional ethics, psychological trauma, human sexuality, theory, and research methodology. The student will prepare to work professionally in either Counseling or Behavior Analysis.

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 (61 units) can be completed in two and a half to three years of full-time study.

The Behavior Analysis concentration meets the academic requirements of the California Board of Behavioral Sciences for the licensure in Marriage and Family Therapy (MFT) as well as the academic requirements for a Board Certified Behavior Analyst. This concentration is unique in that it provides extensive training in behavioral theory, experimentation and application, as well as extensive training in counseling theory and techniques. 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 (60 units) requires a minimum of 2.5 years of full time participation. However, students may participate on a part-time basis. Students should note that graduate courses are offered only once per year and a few are offered on alternating years. The Counseling concentration prepares the student to perform couple and family, individual (adult and child), and group counseling in a wide variety of settings. The student gains practicum experience by working with clients in one or more of the many community mental health agencies in the area. This program prepares the student to be eligible to sit for the licensing exam and become a licensed Marriage and Family Therapist (MFT) in California. The program has been approved by the California Board of Behavioral Sciences for several decades.

PREPARATION FOR THE STANISLAUS STATE MASTER'S PROGRAM IN PSYCHOLOGY

Students applying for the Psychology Master's program at Stanislaus State are not required to have majored in psychology during their undergraduate studies. However, 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 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 Stanislaus State, 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.A. AND M.S. CONCENTRATIONS

Students applying to the M.A. General program are required to have B.S. or B.A. in Psychology **or** completion of a course in Introductory Psychology along with completion of a minimum of 16 upper-division semester units in psychology, that include the prerequisites for the concentration to which you are applying. All courses must be passed with a grade of B or better and contain content acceptable to the Psychology Graduate Committee.

Student applying to the M.A. Behavior Analysis program are required to have one upper-division course in experimental psychology and one upper-division introductory course on learning theory, in addition to minimum prerequisites for the M.A. General program.

Students applying to the M.S. Behavior Analysis concentration are required to have the following courses.

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

Students applying to the M.S. Counseling concentration are required to have the following courses in addition to those required for all programs.

1. One upper-division introductory course in Experimental Psychology (PSYC 3000 or equivalent)
2. An upper division introduction to abnormal psychology course with a minimum grade of B (e.g. PSYC 3350, Abnormal Psychology)
3. An upper division introduction to counseling theory course with a minimum grade of B (e.g. PSYC 3790, Counseling Theory)
4. An upper division counseling techniques course with a minimum grade of B (e.g. PSYC 4770, Introduction to Counseling Techniques) emphasizing basic communication skill training.

ADVANCEMENT TO CANDIDACY

Once accepted to Classified Status, students must eventually file the Advancement to Candidacy form 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 coursework with a minimum GPA of 3.0 including a 5000-level course related to research design (Psyc 5010 or Psyc 5025).
- C. Satisfactory completion of the graduate writing requirement. This requirement is met if you scored in the upper 30th percentile on the GRE writing portion **or** if you pass writing portion of PSYC 5010 or 5024 **or** pass writing portfolio with 16 points (75% of the 21 total points).
- D. Listed all the courses needed for the designated degree and their completion dates.
- E. Identified a master's thesis topic, selected a thesis chair and two thesis committee members. (You are not yet required to have had a formal thesis proposal committee meeting.)

Advancement to candidacy permits students to register for thesis and practicum units. The candidacy form asks for the courses students have taken, are taking, and plan to take to fulfill program graduation requirements. It must be signed by the student's thesis chair, Psychology Graduate Director, and Psychology Department Chair.

When completing the candidacy form, only the minimum units required for the degree are reported. Some students may take more units than are listed on the Advancement to Candidacy form. 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 Department that graduate students will register for academic units each semester until they graduate. If students do not register for coursework during consecutive semesters—excluding summer and winter intersession—the Department 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 complete a readmission interview, provide a written plan of how they intend to complete the program, and 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 any semester.

The Department policy is more stringent than the University policy. **Missing one semester results in disqualification from the program** unless arrangements for a leave of absence is requested in writing and approved by the Graduate Committee.

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

THESIS REQUIREMENT

To obtain their master's degrees, students must complete a thesis within the time limits set by the University. Students should also check with the graduate office for their minimum requirements regarding the formatting of the thesis document.

The thesis is an empirical study designed in collaboration with the student's thesis chair. The thesis document has specific guidelines, the writing of which is organized around chapters titled Introduction, Methods, Results, and Discussion.

Before beginning the thesis, we suggest that you contact the Graduate School or at <https://www.csustan.edu/grad/graduation-and-thesisprojectdissertation> for information on deadlines, the type of paper for the thesis document (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:

Note: The committee chair and at least one other voting member must be from the Psychology Department. The third voting member may be from outside the Psychology Department, but all voting members must be full-time members of the University faculty. Part-time faculty and non-faculty may be adjunct members (fourth member). A committee is considered complete when there is a chair and at least two voting members.

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 Stanislaus State Psychology faculty members. Thus, for a three-member committee (the typical size), two must be Stanislaus State faculty; for a four-member committee, three must be Stanislaus State 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 must have scored in the upper 30th percentile on the GRE writing test **or** complete writing portion in PSYC 5010 or 5025 **or** complete a writing portfolio by submitting three graduate level papers from at least two different professors, to their thesis chair. Those papers need to have been graded by the professors for writing proficiency in addition to content.
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 requires 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 faculty, psychology undergrad 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 (having a note-taker attend the meeting is highly recommended). At the conclusion of the proposal meeting your committee members will come to a consensus as to whether 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 the Department will accept a satisfactory thesis based on the proposed research and cannot change this unless renegotiated with the student, even if the results of the study were not as expected, and even if, as happens rarely, a committee member was replaced.
9. Obtain approval for your research from the Psychology Institutional Review Board (PIRB). All forms and instructions can be found at: <http://www.csustan.edu/Psychology/Research.html>
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. Note: Thesis support funds: Each master's student can apply for up to \$500 for funds directly related to the completion of their thesis. To request these funds, complete the Student Reimbursement Request form and submit to the department, C231.
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 several 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 few people other than the candidate and the committee are typically present. A typical defense takes between 90 and 120 minutes and basically follows the following sequence:

- A. The candidate orally presents a brief (e.g., 30-60 minutes) 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 (i.e., pass or fail) and told what changes are needed to the defense document discussed in the meeting to make its content satisfactory to the committee. At this point, if you pass, the committee member is likely to sign the thesis signature page (page following the thesis title page). These 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 signature page 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 <https://www.csustan.edu/grad/graduation-and-thesisprojectdissertation> 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.

EXPIRED COURSE WORK

Seven-Year Limit

Consistent with Title 5, of the California Code of Regulations, Stanislaus State policy specifies that no more than seven consecutive years may be used to complete the requirements for a graduate degree. Because faculty cannot be expected to be available for immediate

assistance, ***avoid approaching the seven-year limit***. This seven-year limit starts the semester you first enrolled and applies even if you have taken time off.

Note: *Faculty are contracted for a certain number of work days, which do not include summer (June, July and most of August) or winter months (most of January). Due to liabilities associated with campus work during these months, no thesis proposals or defenses will be conducted during those time frames.*

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 M.A. concentration in Behavior Analysis does NOT meet these requirements.) 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 trainee status—renewing as necessary—the entire time you are working as a trainee. (See the practicum packet for form needed.)
 - C. Be enrolled in the university as a degree seeking graduate student in Psychology. You must be enrolled in a practicum course for every semester in which you wish to work as a trainee.
 - D. Earn hours only at a site pre-approved by the Psychology Graduate Director.
 - E. Each 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 <https://www.bbs.ca.gov/applicants/lmft.html> 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 unit of direct supervision for each week of experience. Your supervision must average 1 unit of direct supervision for every 5 hours of client face-to-face counseling. One unit direct supervision means one hour of individual or triadic (2 supervisees) 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 <https://www.bbs.ca.gov/applicants/lmft.html> for more information.
3. To be eligible to enroll in practicum (5910 and 5930)* you must:
- A. Complete the Practicum Application Form
 - B. Be a second-year student
 - C. Have Advanced to Candidacy
 - D. Completed the following courses:
 - Counseling Concentration
 - Prerequisites: PSYC 5030 Clinical Assessment & Diagnostics, PSYC 5080 Legal and Ethical Issues and PSYC 5780 Advanced Counseling (Suggested prerequisite: PSYC 5360 Seminar in Clinical Psychopathology)
 - Behavior Analysis Concentration
 - PSYC 5055 Foundations of Behavior Analysis, PSYC 5080 Legal and Ethical Issues, PSYC 5750 Advanced Applied Behavior Analysis or PSYC 5090 Behavioral Assessment or PSYC 5150 Clinical Behavior Analysis

Please note that you must complete 75 hours of face-to-face experience in each of the three semesters of practicum, for a total of 225 hours. You may collect up to 75 hours of client-centered advocacy that can be counted toward the 225 total hours. If you complete all 225 hours within two semesters of practicum, you may choose an elective course for three units to replace the third semester of practicum (consult with your academic advisor). See <https://www.bbs.ca.gov/applicants/lmft.html> for more information.

*The Client Advocacy Practicum has been removed from the curriculum and been replaced with a third semester of 5910 or 5930.

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

- A. Assessment. The knowledge and skills to select, collect, and interpret (analyze) assessment data.
- B. 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.
- C. Human and Animal Behavior. Knowledge of the areas of personality, learning, interpersonal, and group functioning.
- D. 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.
- E. 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.
- F. Special Groups. Knowledge of particular needs and characteristics of groups including veterans, women, racial minorities, handicapped, youth, and older persons.
- G. Personal Characteristics. Accepting of feedback, ability to integrate and change based on feedback, emotional stability, ability to function with fellow students, faculty, and clients.
- H. 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 (MS Behavior Analysis, Counseling, MA Behavior Analysis and MA General) 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 an 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:

- A. The Psychology Department Chair is to be notified in writing within four weeks of the termination action that grievance procedures are desired.
- B. 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.
- C. 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.
- D. 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.
- E. 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 Grievants' 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.