

**THE UNIVERSITY OF MICHIGAN
PSYCHOLOGY GRADUATE OFFICE**

***REQUIREMENTS, POLICIES
AND
PROCEDURES MANUAL***

2005-2006



This manual outlines the rules, traditions, and regulations that govern graduate training in the Department of Psychology at The University of Michigan. Individual areas within the department (e.g. Clinical Psychology) may have requirements that go beyond the matters considered here; hence the "correct" answer to a given inquiry will sometimes require consultations to the area chairperson.

The material that follows is arranged in chronological sequence, with matters that pertain to the second year of graduate training presented first, and followed by the materials that are related to prelims, candidacy, and dissertation.

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INTRODUCTION

The Graduate Program is one of the largest and best Ph.D. psychology training programs in the world. We utilize the full resources of the University of Michigan to provide comprehensive and interdisciplinary training experiences in research and teaching. Graduate Students routinely work with many faculty in different areas and at various research centers. More than 70% of the students who began their graduate studies in psychology since 1986 have completed their Ph.D.s compared to an average of less than 50% in other social science departments at Michigan. They also achieved candidacy and completed their degrees more quickly than the average student in the social sciences division of Rackham Graduate School.

The Department of Psychology offers Ph.D. training in six Areas (Biopsychology, Clinical, Cognition & Perception, Developmental, Personality & Social Contexts, and Social) and three joint programs (Combined Program in Education & Psychology, Joint Program in Social Work & Psychology, and the Joint Program in Women's Studies & Psychology). Faculty in each Area and Program determine admissions, establish required courses, and evaluate students' progress. The Graduate Office in the Department of Psychology oversees the administration, funding, and records of Graduate Students according to the *Rackham Student Handbook of Policies and Procedures* that governs all graduate programs at the University of Michigan. The guide is at <http://www.rackham.umich.edu/StudentInfo/Publications/GSH/html/Preface.html>. Students are responsible for knowing the policies and procedures in the Rackham guide, as well as the requirements of the Psychology Department. Students should maintain frequent communication with advisors, Area Chairs, and the Graduate Office throughout the course of their studies to ensure that all requirements are fulfilled.

THE FIVE-YEAR PLAN FOR GRADUATE STUDY

The Department provides financial support for ten academic terms over five years for every Graduate Student in good standing. In general, students serve as Graduate Student Instructors (GSIs) for four terms, and they are supported by various fellowships, grants, and departmental funds during the other six terms. Although there is wide variation among students regarding their funding sources and timing of their teaching terms, the Graduate Office strives to maintain equity in funding and resources. The general model of our five-year plan is shown below.

Year in Program	Fall	Winter	Spring/Summer
Year 1	Psychology Fellowship	Psychology Fellowship	Psychology stipend
Year 2	Psychology Fellowship	GSI	Psychology stipend
Year 3	GSI	GSI	
Year 4	GSI	Psychology Fellowship	
Year 5	Psychology Fellowship	Psychology Fellowship	

ACADEMIC REQUIREMENTS

A) Academic Standing

To maintain satisfactory academic standing, students must maintain a minimum cumulative grade point average (GPA) of "B" for all graduate courses taken for credit and applied toward the degree program in which the student is enrolled. If students do not make satisfactory achievements and progress in their graduate program, they may be required to withdraw from the University.

B) Course Requirements

Requests for substitutions and exemptions of required courses should be made in writing to the Graduate Office with the endorsement of the student's Area Chair and faculty advisor.

- 1) Statistics - Each student must complete a two-semester sequence of statistics (Psych 613 and 614) with a grade of B- or better.
- 2) Core Courses – Faculty in each area determine the core courses required in their areas. See Appendix A.
- 3) Breadth Requirement - The breadth requirement is fulfilled by taking two courses (totaling at least four credits) outside the student's own area of specialization. (See Appendix B). Two credits of the breadth requirement can be fulfilled by being a GSI for Psych 111 or Psych 112 when it is taught with discussion sections. Notification must be given to the Area Chair, Graduate Office, and Psych 111 instructor prior to the term it is offered.
- 4) Cognate Requirement – Rackham Graduate School requires the completion of a minimum of four hours of graduate-level course work in a field **other than the student's field of specialization** before being advanced to candidacy status. The student must receive a grade of a "C-" or better in order for the course to fulfill the cognate requirement. Graduate level courses include any courses listed in the Rackham Graduate School: Programs of Study that can be found online at <http://www.rackham.umich.edu/Programs/>.

At present, there is no restriction on the range of courses from which cognates can be chosen. However, students should consult with their advisors about which cognates will best supplement their work in psychology. Courses offered for "S"/"U" credit fulfill a cognate requirement; however, audited ("VI" grades) courses do not. Students who have done graduate level cognate work prior to enrollment at Michigan should consult with their Area Chair and faculty advisor about the possibility of using those courses to fulfill one half of this requirement.

C) Grades

Core courses and statistics requirements must be fulfilled with a grade of "B-" or better. The cognate requirement must be completed with a "C-" or better. Other academic requirements must be completed with a grade of "C-" or better. However, an overall average of "B" is required of all students in graduate programs.

Individual readings or research courses will be graded "S" or "Y" if the work is in progress. If "Y" grades are used, a letter grade must be turned in upon completion of the research. The Graduate Office will change all "Y" grades under the same course number to the letter grade when they are submitted. "I" grades can be changed with supplemental grade sheets – one grade sheet for each change.

Grades of "S" are acceptable for the fulfillment of graduate requirements other than Core courses, but students cannot choose to take a course "Pass/Fail." All courses must be offered either for graded credit or for "S," "D," or "E" credit.

Grades of incomplete can be changed to letter grades only if the incomplete work is made up by the end of the second full term beyond the term for which the grade of "I" is given (regardless of enrollment status in subsequent terms and including the Spring- Summer term). If the grade of "I" has stood for four full terms, credit can be earned only by retaking the course. GPA is based on hours of completed graduate work. "I" grades are never removed from transcripts. The grade given is positioned next to the "I" on the transcript.

D) Student Evaluation

Each student's performance will be evaluated by the Area faculty at the conclusion of the first and second years of study. Negative evaluations, recommendations to transfer to another Area, interruption of study, or recommendations to leave the graduate program will be discussed with the student and the Psychology Graduate Office.

E) Research Experience and the 619 Project

Students in all Areas must complete an independent research project as a requirement for candidacy and a master's degree. Students usually begin their Psychology 619 research project during the first year and complete it before or during their second year. This project is not the equivalent of a Master's Thesis, but it should demonstrate the student's independent research competence in methodology, data analyses, and scholarly interpretation. Students usually register for 619 credits with their advisor during the first and second years of graduate study, but grades are deferred until the project is completed. The requirement is a finished research paper that is evaluated by faculty in the student's Area, although the second reader could be a faculty member in another Area or department.

F) Teaching and GSI Arrangements

Teaching and learning are intertwined experiences in graduate school, and the Psychology Department strives to maintain high quality experiences in both endeavors. The Psychology Department endorses the University's commitment to training of future teachers. Therefore, being a GSI in various courses and working to improve one's teaching effectiveness throughout graduate school is considered essential to becoming a skilled professional psychologist.

- 1) The GSI expectation for all graduate psychology students and joint program students on the five-year plan is 4 terms of GSI teaching at a .50 level for a total of 2.0 appointment level. (Clinical Area students are expected to teach three terms because of internship responsibilities.) One term of teaching is usually in the second year and the other 3 teaching terms are usually in years 3 and 4. The teaching responsibilities are usually in the Department of Psychology but up to two courses may be outside the department if approved by the student's advisor and the Graduate Chair. GSI appointments at other than a .50 level can be accumulated over time toward a total of 2.0 FTE appointments. Under special circumstances approved by the Graduate Chair, GSI appointments at less than a .50 level may fulfill the obligation of one GSI term.
- 2) GSI workload can be reduced to 2 terms if a student is supported by external funds for 6 or more terms. This includes tuition, stipend, and Grad Care as typically done for NSF fellows. The reduction to 3 terms of required GSI teaching is made if a student has 3 or more terms supported by external funds. No exemptions from teaching are allowed for lesser external funding. All external funds must include tuition, stipend, and Grad Care for the student to receive an exemption from teaching. The tuition requirement will be waived for any term the Graduate Student is on detached study.
- 3) External funding refers to merit-based awards given to students. Merit awards are recognized from two types of sources. One source includes student-initiated applications to federal agencies and philanthropic foundations for Graduate Student funding, such as NSF, DOD, APA, and Ford Foundation. A second type of merit-based funding includes awards from faculty-funded projects and grants that faculty award to selected students. These kinds of funding may be derived from research grants, training grants, and fellowship programs in which the student is selected on the basis of individual merit to receive funding from a source within or outside the Psychology Department.
- 4) Only students who have completed their GSI teaching requirements will be eligible for Rackham one-term dissertation fellowships or equivalent support from the Psychology Department in the student's final term.
- 5) Exceptions to these guidelines may be negotiated among the student, the student's advisor, the Graduate Chair, and the Department Chair.

G) Masters Degree

The Department of Psychology has no terminal Master's Degree program. Students accepted into Ph.D. programs may elect to apply for a Master's degree and will be able to receive one upon satisfying the requirements listed below. For those students who leave the graduate program, the Master's Degree signifies the successful completion of a significant amount of graduate work.

1) Requirements

- a) Accumulate 24 hours of course credit.
- b) Complete two cognate courses totaling 4 credit hours (courses outside of Psychology).
- c) Complete two breadth courses totaling 4 credit hours (courses inside Psychology but outside the area of specialization). Teaching Psych 111 or 112 will fulfill one breadth requirement
- d) Complete the two-semester sequence of statistics (613/614) with a grade of B- or better.
- e) Complete two core courses within their area of specialization.
- f) Maintain an overall B average or better.
- g) Completion and approval of the Psychology 619 research project.

Master's degrees are awarded at the end of each term. When the requirements are fulfilled, students may apply for the degree by completing the Rackham "Degree/Diploma Application" blue cards and the "Checklist for the Degree of Masters of Arts" form available in the Psychology Graduate Office. Joint Program students should also complete the "Change of Program or Dual Degree Application" form and have it signed by both programs. A student does not have to be enrolled to receive the master's degree.

2) Deadlines

Expected Date of Graduation	Deadline for Application
December 2005	October 4, 2005
April 2006	February 2, 2006
August 2006	May 30, 2006

H) Preliminary Examination

Before Candidacy is achieved, a student must complete all the course requirements specified by the student's Area and pass the preliminary examination. Preliminary exams vary across Areas, and they include different demonstrations of scholarship such as take-home exams, writing grant proposals, and preparing portfolios. Students should consult the Area faculty for details and timelines for completing this requirement. It is usually completed before the start of the student's third year.

I) Candidacy

Students can apply for Candidacy when all course requirements for the Ph.D. have been met, usually by the start of the third year. Forms and reminders will be sent out by the Psychology Graduate Office, but keep in mind that the Rackham deadline (see below) means NO forms will be accepted past this date. With the endorsement of the Area Chair and following a review to confirm that all requirements have been fulfilled, the Graduate Office will recommend to Rackham that the student be admitted to Candidacy.

1) Deadlines

Term in which student will be eligible for Candidacy (enrollment in course 995)	Deadline for student's completion of ALL Candidacy requirements (including prelims)
Fall 2005	September 20, 2005
Winter 2006	January 5, 2006
Spring, Spring/Summer 2006	May 2, 2006
Summer 2006	June 28, 2006

2) Enrollment

During the term that a student is waiting for Candidacy approval, he or she should register for 8 credits of Psych 990. When Candidacy is approved, the Registrar's Office will change all 990 enrollments to 995 for the student. TUITION WILL THEN BE REASSESSED AT THE CANDIDACY RATE. Only 990 registrations will be changed to 995; other courses require an official drop/add form initiated by the student if changes are needed.

When students are enrolled as Candidates, they must elect Psych 995 for 8 hours and may elect one additional course each term they are registered. Candidates may "bank" the free course until the next term but only for courses elected for credit. This privilege is limited to full Candidacy enrollment plus one course. If a Candidate elects more than one course (and if they do not have a banked free course or are not a GSI), that student will be assessed the full tuition fees and it will be the student's responsibility to pay additional fees.

Students must enroll for a full term of credits (8 hours) when they defend their dissertations. No part of the fee for that enrollment is refundable. This regulation applies even if the student has already reached the required fee hour total.

J) Dissertation

1) Committee

In consultation with an advisor, a student nominates the members of the dissertation committee. This committee should be formed as soon as possible after the student has achieved Candidacy. If the student has not formed a dissertation committee at the point of being approved for Candidacy, faculty in the Area will provide assistance. Please take note of the following regulations.

Three of the four required members of the committee (including the chairperson and the cognate members) must be of professorial rank, i.e., assistant, associate, or full professor. To be eligible, assistant professors must have received their Ph.D.

The fourth and any additional members can be non-professorial academic faculty or people from outside the university. However, appointments of a non-professorial person to a dissertation committee must be accompanied by the person's cv and a supporting memo from the student, co-signed by the dissertation committee chair and the Graduate Chair. The Nomination for Special Membership form will be completed by the Graduate Office and forwarded to Rackham.

At least two members of the committee must have appointments in the Department of Psychology. Although Rackham graduate school rules permit the cognate member to be chairperson of a dissertation committee, this is not the custom in this department. Also, it is expected that a dissertation committee include faculty members from the student's Area.

Any faculty member with an "unmodified" appointment (i.e., not visiting, not adjunct, etc.) may serve as a cognate member provided he or she is of professorial rank, a regular graduate faculty member in a Rackham doctoral program, and has no appointment in or significant affiliation with the Department of Psychology.

2) Prospectus

Students reaching Candidacy status should read the information on the Rackham website at <http://www.rackham.umich.edu/OARD/docsteps.html>. Students need to write a dissertation prospectus that is approved by their dissertation committee. A dissertation prospectus should contain: (1) an abstract of the specific aims of the investigation; (2) the background and significance of the proposed research, including the conceptual framework; (3) the research design and methods of procedure, including measurement techniques to be used, if applicable; (4) analysis strategies to be followed; (5) a tentative timetable. (Faculty in each Area and Joint Program will determine the length and detail of these sections).

Once approval of a dissertation prospectus is indicated on the "Approval of Dissertation Prospectus" form (copies available in the Psychology Graduate Office), signed by the

dissertation committee at the prospectus meeting, and countersigned by the Area Chair, it should be forwarded to the Psychology Graduate Office. At that time the Psychology Graduate Office will prepare the Nomination of Dissertation Committee Form and send it to Rackham.

The final step in the dissertation process is the presentation and defense of the dissertation to the committee, usually called the oral exam. The student and dissertation committee chair are responsible for scheduling the oral exam and insuring that the committee evaluations are turned into Rackham on time. The dissertation committee is expected to approve the dissertation (or recommend changes required before approval may be granted) after the oral exam. The dissertation chair is responsible for collecting committee signatures and filing the Rackham forms with the Graduate Office.

ACADEMIC PROCEDURES

A) Registration

Incoming students can begin registration once they receive their unique name. Psychology Graduate Students can register for most psychology graduate courses without faculty permission with a few exceptions. If students receive the message “permission of instructor required” when they attempt to register for a course, they should contact the instructor directly to receive permission to enroll in that course. The student should provide the instructor with their UM identification number and the course number they wish to enroll in. If the instructor agrees to provide permission to enroll, he/she should forward the e-mail to psych.grad.office@umich.edu for an override. Once the override is put through by the Graduate Office, the student will receive an e-mail stating they can register for the course through Wolverine Access.

After the first term, students will receive registration appointments to begin enrolling in courses. Students must open their registration before the first day of classes. If students do not open the registration before the first day of classes, they will be charged a \$50 late fee that will be their responsibility to pay. The Graduate Office does not pay any late fees.

B) E-mail Accounts

Unique names are established during the Rackham Admissions process for incoming students, which will be your UM E-mail address (uniquename@umich.edu).

The group E-mail address for Psychology Department Graduate Students is psych.grads@umich.edu. This address should be used only to send messages and announcements of an academic nature. Because the Graduate Office often sends announcements and reminders to the psych.grads list, please read and save important messages. Students created an E-mail group named psych.gradz@umich.edu as an optional mailing list to make social and non-departmental announcements. Students who want to send E-mails of a personal nature (ads, subleases, sales, etc.) should use UM’s official website at <http://marketplace.umich.edu/>.

C) Change of Address

Students need to change their addresses officially via the web through Wolverine Access (<http://wolverineaccess.umich.edu/index.jsp>). Also, please notify both the area office and the Psychology Graduate Office of changes in address.

D) Grad Care and Insurance

All Graduate Students are eligible for medical insurance. When students are on fellowship funding, their medical insurance is Grad Care. All incoming students **must** have their Grad Care application submitted to the Graduate Office no later than August 15th.

When students are in employment status (GSI, GSRA, GSAA), they are eligible for any medical coverage through the Benefits Office. The Graduate Office does not handle medical coverage when a student is in employment status. Students are required to complete benefits paperwork within 60 days of employment or they will not receive medical insurance. Students must retain both medical coverage cards as they change status from fellowship to employment and vice versa. Students must notify their carriers (doctors, pharmacy, etc.) as they change status from fellowship to employment and vice versa. They must present the appropriate insurance card depending on their status to their carriers.

E) Detached Study

Students who are not enrolled in courses at UM or who are undertaking studies, internships, or field research off campus may apply to the Graduate Office for Detached Study. No tuition is paid while on Detached Study, but students will continue to receive stipends and Grad Care. Candidates who have completed all course work and Rackham requirements may elect to be on Detached Study while working on dissertation research.

F) Leaves and Readmission

Any student planning a leave of absence from the program (with the exception of the Spring/Summer term) should meet with the Area Chair to discuss the reasons for interrupting their studies. Sometimes the Area or Graduate Chair can suggest alternatives to leaves from the program.

If the leave of absence is essential, the student should write a letter to the Area Chair (that is forwarded to the Graduate Chair) requesting the leave. The letter should include the student's reason for requesting a leave, plans for finishing outstanding requirements, estimated date of return, and an address where the student can be contacted during the leave. Detached Study is an option that may be pursued if the leave is 12 months or less.

Readmission is required if a student has been on leave or inactive in the program for more than 12 months. The student must apply in writing to the Area and Graduate Office with an explanation of the leave and a revised plan for academic work, funding, and a schedule for completing the program.

G) Doctoral Fee Computation Policy

Each doctoral student enrolled in the Rackham Graduate School must accumulate a minimum number of fee credits in order to be recommended for Candidacy and to receive the doctoral degree. The student's progress toward this minimum is measured by Rackham Fee Total (RFT). The RFT is determined by the total number of hours that the student has elected in Rackham and for which the student has paid tuition. Thus, for example, undergraduate and visited courses taken as a Rackham student would generate RFT, but transferred credits and the free course elected with the Candidacy Enrollment would not.

Each doctoral student enrolled in the Rackham Graduate School must accumulate at least 68 fee credit hours overall consisting of course and dissertation work. At least 36 of these fee credit hours must be accumulated prior to admission to candidacy status. Each doctoral student who enters Rackham with a relevant master's degree from an accredited American or foreign institution must meet a pre-candidacy minimum of 18 fee hours, and an overall minimum of 50 fee hours.

Pre-Candidate Dissertation enrollment (course number 990) will be counted toward the pre-candidacy fee minimum as well as toward the overall fee requirement.

H) Research Ethics and Policies

The University of Michigan complies fully with the federal regulations regarding the protection of human subjects.

All students in the Department of Psychology are required to submit any research proposal (including, but not limited to 619, 719, 819, prelims, dissertation) that uses human subjects, including the Introductory Psychology subject pool, for Internal Review Board (IRB) approval **before any collection of data**. Complete details for submitting proposals can be found at the IRB website (<http://www.irb.research.umich.edu/>). All proposals must be co-signed by a supervising faculty member.

Allocation of subjects from the Introductory Psychology Subject Pool (Psych 111 & 112) is a process separate from human subject approval. In order to use the subject pool, students must provide the Psychology Undergraduate Office with copies of the IRB proposal and approval letter. Any questions regarding the subject pool should be directed to the Psychology Undergraduate Office in 1270 East Hall (E-mail: subject.pool@umich.edu or Phone: 734-764-2580).

All Psychology Graduate Students are also required to obtain PEERRS Certification. See the website for details <http://www.research.umich.edu/training/peerrs.html>.

GRADUATE STUDENT FUNDING PROCEDURES AND RULES

In order to distribute departmental resources for student support as equitably as possible, the Graduate Office carefully reviews all applications for GSI positions. The department strives to support all students in good standing at a .50 level. Students beyond their fifth year in graduate study will be considered for support only after students in good standing in their first five years of the graduate program have at least .50 time support.

A) 5-Year Funding Plan

The purpose of the 5-year plan worksheet is to keep current records of every student's plans for academic course work, GSI teaching assignments, and sources of funding. Students will meet at the end of each academic year with their advisors to plan their remaining graduate studies and to complete the 5-year plan worksheets supplied by the Graduate Office. This allows a periodic reassessment of the student's plans for course, teaching, and funding. The worksheet should be signed by the student and advisor and submitted to the Graduate Office for review and filing. Revisions to the 5-year plans can be made any time during the year in consultation with the advisor and Graduate Office.

B) Funding Levels for Stipends and Supplementary Awards

The department strives to establish a minimum standard funding level for all students but recognizes that funding for GSI appointments, fellowships, and GSRA's may be made at other levels. When the funding source is below the standard department level, the department will supplement the student's external funding to bring it to the standard level. This insures that all students are funded at a minimum standard level. All regulations from the funding agencies and Rackham Graduate School will be observed within the department.

- 1) The standard monthly stipend for all Graduate Students in Psychology and affiliated Joint Programs in 2005-2006 is \$1500. The standard stipend level will be set each academic year by the department.
- 2) Departmental supplements to external funds can only be used for student stipends and they can be used only until the end of the summer of the student's fifth year.
- 3) Special cases involving multiple funding sources, GSI workload, and stipend supplements require approval in writing from the student's Area Chair and the Graduate Chair. Ordinarily, stipend supplements are not available for students in joint programs.
- 4) Exceptions to these guidelines may be negotiated among the student, the student's advisor, the Graduate Chair, and the Department Chair.

C) Summer Stipends

The Department strives to provide funding to students after each of the first two academic years so that they may complete 619 research projects and Candidacy requirements. The current level in 2005-2006 is \$4500 per summer. However, this funding is subject to annual budgets and is not guaranteed. Students are encouraged to seek summer funding through external awards and faculty research projects.

D) Finishing Term

The usual 5-year plan provides students with fellowship funding in their tenth term so they may complete their dissertations without being a GSI or GSRA. Rackham Graduate School funds and departmental funds provide support for students in good standing who have completed their GSI requirements. In some cases, it is possible to defer paying tuition until spring/summer following the tenth term if students finish their studies in that spring/summer period. However, students must notify the Graduate Office of their intended date of completion by January of their tenth term so tuition can be paid accordingly. Students who are not in good standing or do not complete their studies within the five-year plans approved by the Graduate Office are not eligible for the finishing term fellowship.

E) Awards

There are many scholarly and financial awards made by and through the Department during the year. The Graduate Office publicizes the awards and deadlines and a complete list may be found on the departmental website. The Graduate Committee reviews applications and selects students for the various awards throughout the year. All students are encouraged to apply for them.

F) Debit Funds

Debit accounts for psychology Graduate Students are intended to provide equitable and flexible funding during a student's graduate program. The funds are intended mainly to support students' research and travel expenses to professional conferences. The debit accounts are administered through the Graduate Office.

1) Eligible Students

- a) All regular psychology Graduate Students are eligible for debit accounts. Students must be in good standing in their programs and have not exceeded five years of graduate training at UM.
- b) Students in the Joint Program in Social Work and Psychology who are actively affiliated with an area in psychology and in good standing will be given half of the regular annual funding for psychology debit accounts. Students will receive debit funds for the student's years 2-6 if they are in the six-year track.

- c) Students in Psychology & Women's Studies who are actively affiliated with an area in psychology and in good standing will be given half of the regular annual funding for psychology debit accounts.
- d) CPEP will be given annual debit account funds for five students that will be used for Graduate Student expenses and/or distributed to CPEP student debit accounts. CPEP students will follow CPEP procedures for debit accounts that they administer.

2) Funding Levels

The annual funding for debit accounts is \$400/year over five years of graduate work. In the event of budget fluctuations that affect the department, the annual allowance may be increased or decreased in a uniform manner for all students.

3) Allowable Expenses

Debit accounts can be used to purchase consumable research supplies, research services (such as transcription or data analyses), memberships in professional organizations, journal dues, and travel to professional conferences. The Graduate Office will be the final authority on allowable expenses.

4) Rate of Spending

- a) The expected rate of spending is \$400 annually, and the balance of funds in a student's debit account will carry forward each year. The annual award for any student will be limited to \$800/year, except in unusual circumstances and with the approval of the Graduate Chair, in order to distribute funds over five years.
- b) All student debit accounts will expire when the funds are exhausted or on August 31st of the student's fifth year or upon completion of the program, whichever occurs first.

5) Procedures & Authorization

- a) All debit accounts, requests, and records will be maintained by the Graduate Office.
- b) Every student must request debit fund expenditures in writing to the Graduate Office. The request should include an itemized list of expenses. The purpose and explanation of the expenditure can be made in a memo signed by the student and the student's advisor. The memo should include your U/M identification number.
- c) Each request needs to be signed by the Graduate Chair before authorization is granted for the expenditure, and students should recognize that it can take several weeks for checks to be processed. Within one month after the expenses have been incurred, each student must furnish the Graduate Office with receipts and documentation of the expenditure(s). Failure to provide the appropriate documentation will result in a freeze on the student's debit account until a satisfactory report has been made.

- d) Exceptions for individual expenditure requests that will be handled on a case by case basis with the approval of the student's advisor and the Graduate Chair.

APPENDIX A
DEPARTMENT OF PSYCHOLOGY CORE COURSES BY AREA

BIOPSYCHOLOGY

Psych 731: Advanced Seminar and Practicum in Physiological Psychology

Either one Neuroscience course or one Evolution/Behavior Course
NS 570/571, 601 or 602 (pre-approved) or approved alternative
Psych 530, 531 (Wolves & Dogs), 630 or approved alternative

Three additional courses taught by Biopsychology faculty or alternatives approved by the pre-doctoral advisory committee. A total of 2 courses must be at the 600 level or above.

CLINICAL

2005-2006 First Year Students - Fall

PSYCH 613 Advanced Statistical Methods [Clinical students register for this course as PSYCH 988 (002). This is a cross-listed course and will then count as both the stats and cognate requirement.]

- *Psych 619 Individual Research
- *Psych 675 Multicultural Issues in Clinical Practice
- *Psych 678 Topics in Clinical Psychology: Ethics and Professional Issues
- *Psych 877 Lifespan Psychopathology - Part One

2005-2006 First Year Students - Winter

- *Psych 614 Statistical Methods II
- *Psych 619 Individual Research (continued)
- *Psych 670 Research Design and Evaluation
- *Psych 673 Clinical Assessment of the Child
- *Psych 676 Clinical Assessment: Lab
- *Psych 678 Topics in Clinical Psychology: Ethics and Professional Issues
- *Psych 878 Lifespan Psychopathology - Part Two

2005-2006 Second Year Students – Fall

- *Psych 619 Individual Research (continued)
- *Psych 779 Practicum Seminar on Ethics and Professional Issues
[Elective - one therapy course required]
- *Cognate
- *Departmental Breadth

2005-2006 Second Year Students – Winter

- *Psych 619 Individual Research
- *Psych 673 Clinical Assessment of the Child
- *Psych 676 Clinical Assessment: Lab
- *Psych 779 Practicum Seminar on Ethics and Professional Issues
[Elective - one therapy course required]
- *Cognate
- *Departmental Breadth

COGNITION AND PERCEPTION

- Psych 634 Human Neuropsychology
- Psych 643 Theory of Neural Computation
- Psych 644 Computational Modeling of Cognition
- Psych 710 Learning, Thinking and Problem Solving,
- Psych 721 Mathematical Psychology
- Psych 722 Decision Processes
- Psych 743 Human Learning and Memory
- Psych 744 Perception
- Psych 745 Psychology of Language
- Psych 746 Human Performance
- Psych 747 Models of Thinking

DEVELOPMENTAL

- Psych 751 Cognitive Development: Perception, Learning and Memory
- Psych 756 The Development of Language and Communication Skills
- Psych 757 Socialization
- Psych 793 Emotional Development
- Psych 796 Development in Infancy
- Psych 797 Development in Adolescence
- Psych 798 The Psychology of Aging

PERSONALITY & SOCIAL CONTEXTS

- Psych 653 Personality Orientation
- Psych 654 Classical and Modern Personality Theories
- Psych 854 Advanced Personality Research Methods
- 2 area seminar courses (courses taught at 600 level or above by area faculty)
- * Students in the joint program are required to take 654, 854, and only 1 area seminar course

SOCIAL

- Psych 682 Advanced Social Psychology
- Psych 785 Group Processes
- Psych 786 Research Methods in Social Psychology
- Psych 787 Emotions
- Psych 788 Social Cognition and Attitudes

APPENDIX B

BREADTH REQUIREMENT COURSES

A student can fulfill the breadth requirement by taking two courses (totaling four credits) outside the student's area. Students can also fulfill the breadth requirement by being a GSI for Psych 111 or Psych 112 when it is taught with discussion sections. (Notification must be given to the Area Chair, Graduate Office, and Psych 111 or 112 instructor prior to the term it is offered.

The following courses are recommended to fulfill the breadth requirement. This is not an exclusive list. If students want other courses to satisfy this requirement, request permission from the Psychology Graduate Chair prior to registering for the course.

BIOPSYCHOLOGY

- Psych 500 Seminar Courses (see core course listing)
- Psych 530 Advanced Comparative Animal Behavior
- Psych 531 Seminar Courses (see core course listing)
- Psych 800 Seminar Courses (see core course listing [except the Colloquium/Seminar course which is restricted to Biopsychology Graduate Students])
- Psych 831 Seminar Courses (see core course listing)

CLINICAL

- Psych 675 Multicultural Issues in Clinical Practice
- Psych 877 Lifespan Psychopathology - Part One
- Psych 878 Lifespan Psychopathology - Part Two

COGNITION AND PERCEPTION

- Psych 643 Theory of Neural Computation
- Psych 644 Computational Modeling of Cognition
- Psych 645 Experimental Area Proseminar I; Information Processing
- Psych 743 Human Learning & Memory
- Psych 744 Perception
- Psych 747 Models of Thinking
- Psych 808 Aging & Cognition

DEVELOPMENTAL

- Psych 751 Cognitive Development
- Psych 756 Development of Language and Communication Skills
- Psych 757 Socialization
- Psych 793 Emotional Development
- Psych 796 Development in Infancy
- Psych 798 The Psychology of Aging
- Psych 799 Adolescence

EDUCATION/PSYCH

- ED 708 Cognition and Instruction in the Classroom
- ED 709 Motivation
- ED 710 Learning, Thinking, and Problem Solving
- ED 720 Social Psychology of Education
- ED 721 Human Development and Schooling

PERSONALITY & SOCIAL CONTEXTS

- Psych 653 Orientation to Personality Research
- Psych 654 Classic and Modern Personality Theories

SOCIAL

- Psych 682 Advanced Social Psychology
- Psych 785 Group Processes
- Psych 787 Emotions
- Psych 787 Social Cognition & Attitudes

WOMEN'S STUDIES & PSYCH

- Psych 655 Psychology of Women

NOTE: All Breadth Courses are open without Prerequisites to students in the Department of Psychology and approved Joint and Combined Programs. Instructors cannot limit enrollment of such students in these courses.