

Temple University  
Department of Psychology and Neuroscience  
Graduate Handbook (Doctoral Program)  
AY 25-26

I. GENERAL STATEMENT

A. Financial Aid

C. Departmental Regulations Governing Graduate Study

II. AREAS OF SPECIALIZATION

III. DEPARTMENTAL COURSE REQUIREMENTS FOR THE PH.D.

A. General Requirements.

B. Course Requirements

C. Directed Readings

D. Research Credits

E. Extension of Time for Doctoral Students

F. Exceptions to Department Regulations

IV. DEPARTMENTAL POLICY REGARDING TRANSFER OF COURSE CREDITS

V. DEFINITION OF FULL-TIME STATUS FOR GRADUATE STUDENTS

VI. ENROLLMENT IN GRADUATE COURSES

VII. EVALUATION OF STUDENT PROGRESS

VIII. DEPARTMENTAL REQUIREMENTS FOR THE M.A. IN PSYCHOLOGY

IX. ELEVATION TO CANDIDACY FOR THE PH.D.

X. POLICIES CONCERNING FINANCIAL SUPPORT OF GRADUATE STUDENTS

A. Tuition Remission

B. Other Employment

C. Financial Support and Leaves of Absence

D. Support for Graduate Student Travel to Professional Meetings

XI. Guidelines for Graduate Assistantships

A. Purpose

B. Eligibility

C. Assignments

D. Training and Supervision

E. Competence of Graduate Assistants

F. Residence

XII. DEPARTMENTAL OBLIGATIONS CONCERNING TEACHING ASSISTANTS

XIII. DEPARTMENTAL POLICY REGARDING STUDENTS ON FELLOWSHIP SUPPORT

XIV. PREPARING FOR THE DOCTORAL DISSERTATION

- A. Formation of the Doctoral Advisory Committee
  - B. Composition of the Doctoral Advisory Committee (Core Committee)
  - C. Formation and Composition of the Dissertation Defense Committee
  - D. Scheduling Rooms for Dissertation Oral Examinations
  - E. Dissertation Format
  - F. Schedule for Preparation of the Dissertation for the Dissertation Oral Defense
  - G. Dissertation Oral Defense
  - H. Visitor Guidelines for Psychology Doctoral Dissertation Defense
- XV. STUDENT GRIEVANCE PROCEDURES
- XVI. Specific Area Requirements
- A. REQUIREMENTS FOR Cognition and Neuroscience, Social, & Developmental
  - B. REQUIREMENTS FOR CLINICAL

## **I. GENERAL STATEMENT**

The Department of Psychology and Neuroscience offers graduate study leading to the Doctor of Philosophy in Psychology in a variety of areas of specialization. The Doctoral Program is a full-time program of study. The Department does not admit students for a terminal Master of Arts (M.A.) degree. Ph.D. students on the clinical area track may obtain a Master's degree in Psychology while pursuing their PhD.

### **A. Financial Aid**

Admission to the Psychology PhD program comes with a guarantee of 5 years of funding support including tuition remission (for courses in service of the degree requirements), a 9-month stipend and 12-months of health insurance. This funding can come in multiple forms including teaching and research assistantships or fellowships.

### **B. Degree Requirements**

Students must complete the number of credits of specified course work required by their Program Area, 6 credits of which (two courses) must be for statistics courses. Students must also successfully complete a Predissertation Research requirement, as specified by their Program Area; pass a written and oral Preliminary Examination; submit an acceptable Dissertation proposal and Dissertation; and successfully defend the Dissertation proposal and Dissertation in an oral final examination. Each Area of Specialization may have additional requirements to those of the Department (for more details, see the following sections for requirements for each area: Section XVI A: Cognition and Neuroscience, Developmental, and Social; XVI B: Clinical).

### **C. Departmental Regulations Governing Graduate Study**

This document contains the rules and regulations governing the Psychology PhD Program. Although these rules and regulations comply with those of the Graduate School, the Graduate School may have other rules and regulations with which all graduate students must comply. Students should obtain and familiarize themselves with all Graduate School regulations in

addition to those contained in this Document. (Click here for the Graduate School Bulletin: <https://bulletin.temple.edu/graduate/graduate-policies/>).

In many cases of questions concerning requirements, answers can be found either in this handbook of regulations or in the graduate school regulations. Students and their advisors should approach those sources first. In case of further questions, the Area Director should be contacted.

## II. AREAS OF SPECIALIZATION

Areas of specialization in the Doctoral Program are as follows. In addition to the Clinical area, there are three additional areas: Cognition and Neuroscience (CN), Developmental Psychology, and Social Psychology. Students in the Clinical area are part of the APA and PCSAS accredited program in Clinical Psychology. Students in the Developmental, Social and Cognition and Neuroscience areas follow the “DSCN” track for their coursework.

A Concentration in Quantitative Methods and a Specialization in Neuroscience are also available to students who wish to specialize in these foci. For more information about these possibilities, see Section IIIB.

## III. DEPARTMENTAL COURSE REQUIREMENTS FOR THE PH.D.

### A. General Requirements.

Each Area of Specialization may have coursework requirements for the Ph.D. that are specific to it, as detailed in subsequent sections of this document. However, all students must satisfy the general requirements for the Ph.D. established by the Department of Psychology & Neuroscience, as follows:

1. Two semesters of graduate coursework in statistics must be taken in the first year of study.
2. A minimum of 32 course credits must be completed in the DSCN track (the Clinical area minimum is 68 credits), which must include 6 credits of PSY 999x (see point 8 in the current section for specific details).
3. A minimum residency requirement of one year must be fulfilled (the Clinical area minimum residency requirement is 3 years).
4. The Psychology Department views a grade of B- as the minimally acceptable grade indicating satisfactory progress in graduate courses. No more than one grade lower than “B-” may be earned toward the degree in courses taken after acceptance into the program, and two grades below B- or one grade of F will be grounds for dismissal from the program.
5. All students must complete a Predissertation Research Requirement as specified by their Area of Specialization.
6. A written Preliminary Examination must be approved and defended orally before a committee selected by the student and approved by the Department. (Rules concerning the composition of this committee are discussed later in this document). No Preliminary Examination may be taken more than twice, in whole or part.
7. A written Dissertation must be approved and defended orally before a committee selected by the student and approved by the Department.
8. Doctoral Examinations/Culminating Experiences require a minimum of 6 credits with at least 2 of the 6 credits required to be in PSY 9999. The remaining 4 credits can be a combination of the following course numbers: PSY 9994, PSY 9998, and/or PSY 9999. At least one of the PSY 9999 credits must be taken in the semester of dissertation defense.
9. Enrollment must be full-time and continuous, except for approved leaves of absence.

10. All degree requirements must be completed within seven years of the beginning of the student's first semester of full-time study in the Department, unless an extension has been applied for and approved.
11. No candidate may graduate with a grade of I (incomplete) on his or her record.
12. All graduate students must have at least a 3.0 grade-point average in order to receive the Ph.D.
13. Psychology 8017 (Professional Issues for Psychology Careers) is required of all first-year graduate students.

## **B. Course Requirements**

All students in the DSCN track are required to complete 32 credit hours, which must include 6 credit hours of 999x courses; clinical area students are required to complete 68 credit hours, which must include 6 credit hours of 999x. A typical sequence of courses over the five years of a non-Clinical student's career is shown in Section XVI A. Clinical students' course requirements are outlined in Section XVI B.

Students should consult their Area of Specialization requirements for information on specific courses required by their area (see Section XVI).

**Neuroscience Specialization.** Students who wish to earn the Ph.D. in Psychology with a Neuroscience Specialization must take 3 semester hours of Readings in Neuroscience (NSCI 9381; 1 semester hour for 3 semesters) and 2 courses in each of the Neuroscience Specialization Areas: Behavioral/Cognitive/Systems Neuroscience (2 courses) and Cellular/Molecular Neuroscience (2 courses) that must be drawn from the approved Neuroscience Specialization list. Neuroscience classes may count, when approved, for both the Psychology requirements and the Neuroscience requirement. The College will allow students in the Neuroscience Specialization to take up to an additional 7 credits (i.e., 33 didactic credits total) to complete the Specialization. Students must also have one member of the Neuroscience Program on their dissertation committee. Students wishing to enroll in the Neuroscience Specialization must declare before the end of their first year in the doctoral program.

**Concentration in Quantitative Methods.** Students may elect to pursue a Concentration in Quantitative Methods. Students must take the first year 2-course Statistics sequence (PSY 8011 & PSY 8012), Multivariate Statistics (PSY 8031), and 2 advanced statistics courses (e.g., multilevel modeling, PSY 8033; structural equation modeling, PSY 8032) and fulfill a teaching requirement by either (a) serving as a TA for a statistics course in which the student leads a recitation session during the fall or spring semester, or (b) serving as instructor of record for a summer statistics course. The College will permit DSCN track graduate students to take one additional course in their third year to meet these requirements.

## **C. Directed Readings**

Any graduate student wishing to take a Directed Readings course for credit must submit a formal proposal to the Director of Graduate Studies for approval, including a detailed plan of study, before the beginning of the term in question. Directed readings courses count as electives but cannot be counted towards either the Neuroscience concentration or Quantitative specialization. The proposal should include the following: (a) a course title, (b) a statement of how the course fits into the student's overall program of study (c) the name of the faculty member who has agreed to serve as mentor if the plan is approved, and (d) a one page contract signed by the student and faculty member that outlines the plan for the semester and the benchmarks on which

they will be graded. A readings course provides an opportunity for a student to study a specialized topic not represented in the regular curriculum and unlikely to be presented in a topical seminar. Readings courses will be approved only when a coherent, specialized topic is being investigated, and when the course fills a gap in the curriculum. Readings course credit is not given for the initial exploration of a general area or for the exploratory reading that forms a typical part of the preparation for Dissertation or pre-Dissertation research proposals.

#### **D. Research Credits**

If necessary to maintain full-time status before being elevated to candidacy (i.e., students who have completed all coursework but not yet had their dissertation proposal accepted by their committee), students can register for research credits. Students who are not elevated to candidacy should register for PSY 9991 Research.

#### **E. Extension of Time for Doctoral Students**

All degree requirements must be completed within seven years of the beginning of the student's first semester of full-time study in the Department. All requests for extensions of time are granted by the Graduate Committee Student Appeals Committee of the Graduate School and must comply with the guidelines published by the Graduate School. The "Extension of Time Request" is available through TUPortal under the tab "Student Tools;" scroll to the bottom of the page to the University Forms channel (center column).

All requests for extensions of time submitted to the Graduate School must be accompanied by a plan of action and activities that has been approved by the Student's Doctoral Advisory Committee and approved in writing by the Director of Graduate Studies, the Psychology Department Graduate Committee, and the Office of the Dean of the College of Liberal Arts. Extensions are granted on a year-by-year basis only. Any student who has received a one-year extension of time to complete the degree from the department Graduate Committee and from the university's Graduate School must re-petition the Graduate Committee for any further extension of time.

#### **F. Exceptions to Department Regulations**

Students may petition the Graduate Committee for any reason but must petition the Committee for any matters that pertain to deviations from Department regulations, or for which this Handbook specifies a petition requirement. Petitions to the committee do not require a special form but rather an email should be sent to the Director of Graduate studies clearly outlining the request and the rationale for the request. The mentor should be copied on this email communication to confirm their awareness of the petition. Students wishing to submit a petition to the Graduate School may download the appropriate forms through the University Forms channel in TUPortal.

### **IV. DEPARTMENTAL POLICY REGARDING TRANSFER OF COURSE CREDITS**

The Department of Psychology & Neuroscience and Graduate School permit transfer credits of no more than 9 course credits from either graduate level courses taken elsewhere or Temple courses taken prior to enrollment in the Ph.D. program. The "Transfer of Graduate Credit Request" is available in the University forms channel on TUPortal.

Transfer of credits is evaluated by the Dean of the Graduate School on a case-by-case basis in consultation with the appropriate Department Chair, Area Director, or Director of Graduate Studies. Individual Areas of Specialization may impose more stringent — but not less stringent — requirements than those imposed by the Graduate School.

The Department of Psychology & Neuroscience has the following policies concerning transfer credits:

1. While we permit students to satisfy, by examination, particular program requirements that are typically satisfied through coursework, passing such examinations does not result in course credit. The advantage of fulfilling program requirements through examination is that of greater flexibility in the selection of courses.
2. A student enrolled in the Graduate Program in Psychology may transfer up to 9 credit hours of course credit for graduate courses taken elsewhere. To be so approved, those courses must be deemed appropriate to stand as part of the student's training in the Ph.D. program, and the student must have received a grade of B- or higher in the course(s). Students wishing to transfer course credits taken elsewhere will have to provide syllabi and other supporting documents describing the courses and transcript(s). Students should consult with their mentors regarding courses that they would like to transfer. Students should determine which courses offered at Temple are similar to the courses to be transferred (course numbers can be found at <https://bulletin.temple.edu/courses/psy/> beginning at 8011). Students then provide the syllabus and appropriate course number to the relevant Area Director who will determine whether the course under consideration is sufficiently similar to courses offered in the Department; this decision is made in consultation with Area faculty who typically teach courses that are similar to the proposed transfer courses. If approved by the Area, the Director of Graduate Studies will review the syllabus and consult with the Graduate Committee as needed. Syllabi and transcripts reflecting the grades in the transfer courses must be submitted with the request to transfer courses, which can be found on TUPortal under "Student Tools;" scroll to the bottom of the page to the University Forms channel (center column), to Ms. Vanessa Allen-Smith.

## **V. DEFINITION OF FULL-TIME STATUS FOR GRADUATE STUDENTS**

Prior to completing the preliminary exam:

- To be designated full-time, recipients of Graduate School Fellowships must be enrolled for the number of credits that are required to progress in the program until all coursework is completed (see Section XVI for specific area requirements).
- To be designated full-time, a graduate student who holds an Assistantship that requires at least 20 hours of service per week must be enrolled in 6 credit hours until all coursework is completed.
- Students who have completed required courses and who are preparing for the Preliminary Examination may maintain full-time status by enrolling for at least one credit hour of Preliminary Examination Preparation (PSY 9994).

After completing the preliminary exam but prior to advancing to candidacy:

- Students who have completed the preliminary examination but who have not yet been elevated to candidacy (i.e., students who have completed all coursework but not yet had their dissertation proposal accepted by their committee) may maintain full-time status by enrolling for at least one semester hour of PSY 9998–Dissertation Proposal/Candidacy.

After advancing to candidacy:

- Students who have been elevated to candidacy (i.e., who have completed all coursework, passed the Preliminary Examination, and had their dissertation proposal approved) may maintain full-time status by enrolling for at least one semester-hour of Doctoral Dissertation credit (PSY 9999) during the Dissertation years.
- Clinical students on internship may maintain full-time status by registering for Internship credits each semester of their internship year.

In summary, a graduate student will automatically be classified as full-time if they have completed coursework and is enrolled in at least 1 credit hour of the following (determined by where they are in progression to candidacy):

- PSY9994 Preliminary Examination
- PSY9998 Dissertation Proposal
- PSY 9999 Dissertation Research

Other considerations:

- Students who are non-U.S. citizens can maintain full-time status by completing a confirmation of full-time status form and having it signed by the advisor before submitting it to the OIS. Forms for foreign students to maintain full-time status are available through the University Forms channel within TUPortal.
- Grades in courses PSY 9994, PSY 9998, and PSY 9999. If the student does not complete the preliminary examination in the semester they enroll in PSY 9994, then an R (“Registered”) is recorded as the grade and the student would enroll again in 9994. If the preliminary examination is then completed, the student will receive a grade only for the semester in which the preliminary examination is completed, and the R grade for the previous semester stays on the transcript. The credits for the R semester will not play a role in calculating the GPA. The same conditions hold for grading for 9998 and 9999.
- Students who have been elevated to candidacy should not enroll in PSY 9991 (Research) or any other coursework.
- A student who withdraws from the Graduate Program in good standing may apply for readmission at a later date.

## **VI. ENROLLMENT IN GRADUATE COURSES**

### **A. Graduate Course Listings**

Graduate Courses are listed in the University’s Graduate Bulletin (<https://bulletin.temple.edu/graduate/courses/>).

The most direct link to graduate Psychology courses is <http://bulletin.temple.edu/graduate/courses/psy/>.

## **B. Enrollment in Graduate Courses in Psychology**

1. All graduate courses in the Department are open to all graduate students in the Department who are in good standing unless otherwise noted. Courses involving direct clinical contact with clients, instruction in the practice of psychotherapy, or the discussion of confidential case material are open only to students enrolled in the Clinical Area. Courses involving the teaching of clinical assessment procedures are open to DSCN track students only by permission of the instructor.
2. All non-matriculated students must obtain the permission of the course instructor (or designee) in order to register for any graduate course in the Department of Psychology & Neuroscience.
3. Most PhD courses are not open to non-matriculated students and are open to non-psychology Ph.D. students only with instructor's permission.
4. Students not matriculated at Temple University are allowed to take a total of not more than three graduate courses in the Department except in rare instances, as approved by the Department Chair.

## **C. Dropping/Adding or Withdrawal from Graduate Courses**

Keeping in mind the requirements for maintaining full-time status, students needing to modify their course roster should follow procedures outlined by the Registrar's office for dropping/adding a course and withdrawal from a course (<http://www.temple.edu/registrar/>). The Registrar's Office makes available an academic calendar that includes the relevant deadlines: <http://www.temple.edu/registrar/documents/calendars/>

## **D. Auditing Courses**

A student may audit a course with the written permission of the instructor at the time of registration. For this purpose, a Special Approval Form must be signed by the instructor and submitted along with a Registration/Schedule Revision Form. The student must register for the course and pay the regular per-credit fee. The registration for any course may not be changed from audit to credit or vice versa after the second week of classes during the Fall or Spring term or after the first three days of classes during the Summer sessions. Audited courses do not meet prerequisite or graduation requirements.

# **VII. EVALUATION OF STUDENT PROGRESS**

## **A. Student Progress.**

Each Area shall establish guidelines for the determination of satisfactory performance and progress through its Graduate program. These guidelines are described in the individual Areas of Specialization descriptions that are included in this handbook. However, the following general rules apply to all graduate students in the Department of Psychology & Neuroscience.

1. The possible grades for graduate courses are A, A-, B+, B, B-, C+, C, C-, R (as discussed in section V above), and F. The grade of D is not used at the graduate level. In cases where letter grades are inappropriate and a pass/fail system is implemented, the letter "P" will be used for passing, and "F" for failing. More than two grades below B-, or one grade of F, will constitute grounds for termination from the Graduate Program.

2. The Department of Psychology & Neuroscience subscribes in full to the professional ethics guidelines of the American Psychological Association (APA) (<http://www.apa.org/ethics/code.html>) and the Temple University Student Conduct Code (<https://www.temple.edu/secretary/sites/secretary/files/policies/03.70.12.pdf>) and expects all graduate students to comply with such guidelines in the conduct of research, teaching, or clinical work. Knowing violation of these guidelines may constitute grounds for termination from the Graduate Program.
3. Students must have a primary doctoral advisor who has a primary appointment in the Department of Psychology & Neuroscience. By the end of their first year, students must choose a secondary mentor. Students shall meet with their primary advisor regularly and their secondary advisor and Doctoral Advisory Committee, once formed, at least annually. The student is responsible for convening such meetings.
4. The faculty of each Area of Specialization shall meet formally every semester to evaluate each of their students. The emphasis of the evaluation is on pooling information and ideas on outstanding accomplishments, achievements, problem areas, and general progress toward fulfilling the Ph.D. requirements. Information shall be provided by the student's primary advisor and other faculty members with direct knowledge of the student's performance. Students who wish to contribute information concerning their progress may do so.
5. Written feedback based on the faculty discussion shall be provided to each student on at least an annual basis. Such feedback shall provide information on problematic and/or commendable performance in graduate study and indicate whether the student is making satisfactory progress toward the Degree. In cases where the Graduate Area faculty believe that a student's work or progress is unsatisfactory, the letter shall specify areas of deficiency, suggest a timetable and standards for subsequent evaluation of the student's performance and progress, and specify the possible consequences of failure to satisfy those recommendations. In the Clinical Area, this will be accompanied by a "Letter of Concern" by the DCST and will also include (in addition to the specific areas that need to be addressed) specific steps needed to remedy the situation and a request that the student meet with their faculty mentor to develop a specific plan for such remediation.
6. In cases in which the graduate faculty in the student's Area of Specialization determine that a student's progress is especially worrisome, and where termination from the program seems to be a possible course of action, the student may be placed on probation. The student shall be notified in writing of such action, and the letter shall explicitly note deficiencies in the student's performance that led to the student's being placed on probation. The letter shall also state the accomplishments the student must demonstrate to return to good standing. If, after one semester of probation, a student's progress continues to be unsatisfactory, probation may be continued or a warning of termination shall be communicated to the student in writing. If, after one semester following a warning of termination, a student's progress continues to be unsatisfactory, the faculty in the student's Area of Specialization may recommend termination from the program. A student who has received a warning of termination should understand what actions they must take to remedy their situation. If there is doubt, the student's advisor should be consulted for clarification. A student may appeal a formal action by meeting with the faculty in order to ask questions, present evidence of satisfactory progress, or provide any other information that in the student's view might lead to a more accurate assessment and convince the faculty to reverse or alter the previous decision.

7. Recommendations for student termination shall be directed to the Graduate Committee, which will ensure that appropriate departmental procedures have been followed, will vote on Area faculty recommendations, and, in cases in which termination is recommended, notify the Graduate School of such action.

### **B. Policy Regarding Plagiarism**

The Department of Psychology & Neuroscience adheres to the policies of the College of Liberal Arts regarding the definition and appropriate response to plagiarism by graduate students. According to college guidelines, plagiarism includes (1) direct quotation or paraphrasing, or use of a structure of ideas, without proper credit (in general, presenting the work of others as one's own); (2) turning in a paper or other written assignment all or part of which has been copied from a print source, downloaded from the Internet, copied from other student papers, or bought from a term paper mill; and (3) turning in the same paper for two courses without receiving approval in advance.

Graduate students are expected to familiarize themselves, as well, with appropriate APA procedures for the citation of work written or conducted by others. An example of a questionable practice is the paraphrasing of a cited source that comes too close to the original language. In these situations, the main consideration is whether the student's act was done with the intent to deceive the reader. Repeated instances of sloppy citation or inappropriate paraphrasing may, under some circumstances, be treated as plagiarism.

If a faculty member suspects that a graduate student has committed plagiarism, the student shall be notified immediately. If, after discussing the matter with the student (in order to ascertain "intent to deceive"), the faculty member believes that plagiarism has been committed, the Chair of the department shall be notified. The Chair, in consultation with the faculty member, and the student's Area Director, will determine the appropriate response, which may include an academic sanction (e.g., a grade of F in the course), a disciplinary sanction (e.g., referral to the University Disciplinary Committee, the Graduate School, or the Department Graduate Committee), or both. In general, the Psychology Graduate Committee recommends that a student who has committed plagiarism be issued a grade of F in the course, which, under rules described in this handbook, is grounds for dismissal from the graduate program.

### **C. Policy Regarding use of Artificial Intelligence (A.I.)**

Graduate students are expected to follow the APA professional standards for generative AI. As A.I. is an evolving technology, we suggest you monitor the guidelines as they are likely to change. It is important to recognize that feeding data into a third-party app should not be done without permission of your advisor as there could be privacy issues to consider. If you do use A.I. for any aspect of your work products as part of the PhD program (i.e. preliminary exam, proposal, dissertation, manuscripts), you must disclose this in the methods or acknowledgements section and should discuss this with your advisor ahead of time.

## **VIII. DEPARTMENTAL REQUIREMENTS FOR THE M.A. IN PSYCHOLOGY**

As noted above, the Psychology Department does not admit students into a standalone master's degree program. However, Clinical Doctoral students who wish to obtain a master's degree in psychology can do so by fulfilling the following requirements. Unfortunately, due to PA state

law requiring master’s degrees to contain more than 30 credits of didactic coursework, students in DSCN track are not able to earn an M.A.

1. Completion of the following didactic coursework:

<b>Core Courses</b>		
PSY 8011	Graduate Statistics I	3
PSY 8413	Psychological Assessment I	3
PSY 9411	Clinical Research Methodology	3
PSY 8412	Core Course in Psychopathology	3
PSY 8017	Professional Issues for Psychology Careers	0
PSY 8021	Graduate Statistics II	3
PSY 8423	Psychological Assessment II	3
PSY 8433	Clinical Psychology: Scientific and Professional Dimensions	3
PSY 8411	Cognitive-Behavioral Therapies	3
PSY 9987	Assessment Practicum	3
	Clinical Practicum PSY 9187, PSY 9287, PSY 9387, PSY 9487 OR PSY 9587	3
<b>Elective Courses</b>		
General Electives		6

2. Completion of a written Master’s project, which takes the place of a Master’s “thesis.” The document shall be approved by a committee of at least three faculty, at least two of whom are Psychology Graduate Faculty. The format of the document should follow APA Guidelines. It does not need to be submitted to the Graduate School.

3. Fill out the Department of Psychology & Neuroscience’s form “Master’s Degree Confirmation” form and return this form to the Graduate Administrator. The Graduate Administrator will notify CLA’s Director of Graduate Affairs of the student’s intent to graduate.

4. The Vice Dean of Graduate Affairs will open a slot for applying to graduate on TUPortal under “Student Tools,” in the “Records” channel. The student should select “Apply to Graduate” then under “Select Curriculum,” select “Masters of Arts” then complete the application and email the completed application to the Vice Dean of Graduate Affairs.

## **IX. ELEVATION TO CANDIDACY FOR THE PH.D.**

**A. Elevation to Candidacy.** A student is elevated to candidacy for the Ph.D. following (1) the successful defense of the Preliminary Examination; (2) acceptance of a Dissertation Proposal by the student’s Doctoral Advisory Committee; (3) submission of the research protocol to the appropriate University Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) if appropriate; and (4) completion of all didactic coursework. Students may be elevated while IRB or IACUC approval is pending. The approved proposal, with the approved IRB or IACUC form, where appropriate, must be filed with the Graduate School within 30 days of the proposal’s acceptance by the Doctoral Advisory Committee. The “Dissertation Proposal Transmittal Form for Elevation to Candidacy” form is available under “Student Tools” on TUPortal; scroll to the bottom of the page to the University Forms channel (center column).

**B. The Preliminary Examination.** All doctoral students must complete and successfully defend a written Preliminary Examination before their Doctoral Advisory Committee (see Section XIVA). The Preliminary Examination is a critical review and synthesis of the literature in a specific area of interest, defined in consultation with the student's primary advisor and typically substantively related to the topic of the student's Dissertation. Students should have a discussion with their advisor regarding their preferred format for the preliminary exam as there are some differences across disciplines. Students must provide their Doctoral Advisory Committee their full written document at least 2 weeks (10 business days) prior to the oral defense. The acceptability of the Preliminary Examination and its oral defense shall be determined by the Doctoral Advisory Committee. A student whose Preliminary Examination or defense is not acceptable may retake the examination, although the defense in whole or in part cannot be re-taken more than once. Upon passing the examination, the "Preliminary Examination Report for Doctoral Students" is signed by the Committee members. Upon review by the department Chairperson or Director of Graduate Studies, the "Preliminary Examination Report for Doctoral Students" is submitted to the College of Liberal Arts. The form is available through TUPortal under "Student Tools;" scroll to the bottom of the page to the University Forms channel (center column).

**C. The Dissertation Proposal.** All doctoral students must write and successfully defend a written Dissertation Proposal before their Doctoral Advisory Committee (see Section XIVA). The Dissertation Proposal is meant to be an agreement by the student and the committee on what will be done prior to the Dissertation Defense. Students must provide their Doctoral Advisory Committee their full written document at least 2 weeks (10 business days) prior to the oral defense. The acceptability of the Dissertation Proposal and its oral defense shall be determined by the Doctoral Advisory Committee. Students will often have to make edits to their document following the defense. In some cases, the Committee may choose to defer approval of the proposal until the requested edits have been made. Substantive changes to the proposed research that are being considered after approval of the dissertation proposal must be communicated to the committee for their approval. The dissertation proposal usually occurs after the student has passed the Preliminary Examination however students may defend their proposal prior to that time with approval from their advisor and the area director.

**D. Scheduling Rooms for Defenses (Preliminary Examinations, Dissertation Proposals and Dissertation Defenses).**

1. See the Meeting Room Reservation information on the Graduate Student Canvas page for information on reserving a room.
2. Students should reserve the space for a total of 2 hours.

**X. POLICIES CONCERNING FINANCIAL SUPPORT OF GRADUATE STUDENTS**

The Department of Psychology & Neuroscience has in the past funded all doctoral students in good academic standing through the first five years of graduate study. Students within the first five years are considered to be "in matrix" as in the "funding matrix"). This funding is not guaranteed, however, and a student's eligibility for funding is evaluated at the end of each academic semester with respect to performance in courses, progress on major requirements, and professional development.

**A. Tuition Remission**

Financial support in the form of departmental assistantships is generally accompanied by tuition remission, but the department has limits on how many credits it will pay for any student who is supported by departmental funding. For students in the DSCN track, the Department will pay for no more than 9 credits per semester pre-candidacy, and, once the student has been elevated to candidacy, no more than the minimum number of credits required to maintain full-time status or to meet graduate-school requirements (e.g., credits required when the student is carrying out the dissertation). For clinical students, the Department will pay for no more than 12 credits per semester for the first two years of graduate study, and for no more than 9 credits per semester for the remaining years of pre-candidacy graduate study. After a clinical student has been elevated to candidacy, the Department will pay for no more than the minimum number of credits required to maintain full-time status and to meet any graduate-school requirements.

Please note that these limits apply to how many credits the department will pay for, and not to how many credits a student may take. Students who are supported by non-departmental funds (e.g., fellowships, extramural grants) should check with the source of their funding concerning tuition remission, since policies may vary. Tuition remission may be applied to courses outside the Department only if the courses are official courses of the Graduate School. Any student wishing to take a course outside the Department and, especially, outside the College of Liberal Arts, should ensure that the specific course is cross-listed as a Graduate School course. If it is not, the student is responsible for paying the tuition.

## **B. Other Employment**

Graduate students receiving university support in the form of a fellowship or assistantship may not take on other Temple employment during the fall and spring semesters (part or full-time) without prior approval of the Graduate School. Funded graduate students who plan to work concurrently at other Temple jobs should discuss these plans with their advisor. If the advisor believes the work plan is appropriate, the student needs to complete the “Graduate Student Request for Other Employment” is available under “Student Tools” on TUPortal (search in the University Forms channel in the center column), and should be submitted to the Director of Graduate Studies at least 21 days prior to the proposed start date of employment. This form will then be sent by the department to the college for the Dean’s approval prior to it moving onto the Graduate School. While a TA or RA position is to be considered full-time and students cannot take on additional employment that will prevent them from meeting the program requirements, students do not need permission to work part-time positions outside of Temple. Students who are funded by a fellowship from NSF or NIH are expected to work full-time on their research (40 hours/week) and therefore cannot take on additional full-time work (i.e. summer internship).

## **C. Financial Support and Leaves of Absence**

The “Leave of Absence Request” is available at TUPortal under the “Student Tools” tab in the University Forms channel.

When a student takes a leave of absence from the Graduate Program, the Department is not able to carry over to subsequent years the funding that had been allocated for that student.

Consequently, it is not possible to guarantee that a student who returns from a leave of absence will be given the same number of years of funding as they would have been given had the leave not been taken. Thus, for example, a student who takes a leave of absence during their second year of study and who returns one year later is put into the funding matrix as a third-year student (not as a second-year student). A student who takes a leave of absence and who returns after what would have been their fifth year of study is considered out of the funding matrix, even if

they had not actually received five full years of funding. The funding matrix includes all students who entered the Graduate Program within five years of the current academic year.

Although the department will make every effort to fund students for five years of graduate study, it is important that students understand that taking a leave of absence will likely affect their funding eligibility. Funding for students who entered the Program longer than five years before the current academic year (including students who have returned from a leave of absence) will be considered on a case-by-case basis after the department has met its obligations to students still in the active funding matrix.

#### **D. Support for Graduate Student Travel to Professional Meetings**

Details for obtaining travel funding from CLA and the Graduate School, required form, necessary steps, and contacts can be found on the Psychology Graduate Student Canvas Page.

### **XI. Guidelines for Graduate Assistantships**

#### **A. Purpose**

Graduate Assistantships are intended to augment graduate training by engaging students in teaching or research that contributes directly to their graduate work. Some, but not all, Graduate Assistants' employment is governed by a contract between the University and the Temple University Graduate Students' Association (TUGSA). Generally speaking, employment that carries "direct educational benefit" (e.g., when a student is a Research Assistant on a project that will contribute to the student's Predissertation or Dissertation research, or for which the student is receiving academic credit) is not governed by the contract, and students who will receive direct educational benefit from their employment must declare this in writing. In contrast, the employment of teaching assistants or research assistants who do not expect to derive direct educational benefit from their work is governed by the TUGSA contract. If students are unclear whether an RA position has direct benefit, they are encouraged to discuss this with their mentor. Further information on the contract may be found at <http://www.tugsa.org>.

#### **B. Eligibility**

Graduate Assistants must have been admitted to the Graduate Program before beginning the assistantship and must be enrolled full-time as defined by the Graduate School. The assistantship is terminated immediately if the student fails to enroll or fails to maintain good standing in the program.

#### **C. Assignments**

Graduate Assistants will normally be assigned to teaching duties in their home departments. Where appropriate, however, Graduate Assistants may be assigned to duties outside their home department. Graduate Assistants whose work is not governed by the TUGSA contract are expected to devote an average of 20 hours per week to their assignments, in addition to their full-time graduate studies. Graduate Assistants whose employment is governed by the TUGSA contract are expected to work in accord with the regulations specified in the contract.

#### **D. Training and Supervision**

Teaching Assistants must participate in training programs provided by the university as preparation for teaching assignments. Where appropriate to the assignment, departments may

require students to participate in training offered by other departments or programs. Graduate Assistants assigned to assist faculty members in teaching must attend at least one full set of lectures in the course in which they are assisting; such required attendance may be limited to one semester for any course in which the student assists for more than one semester.

### **E. Competence of Graduate Assistants**

1. Graduate Assistants must be competent to perform their assigned tasks. If, at any time during the Assistantship, Graduate Assistants are found to be unable, unwilling, or incompetent to perform their assigned tasks, they must be replaced immediately. If such Assistants cannot be reassigned to other appropriate duties, their Assistantships should be terminated, even if the period for which the Assistantship was offered has not expired. Any actions to terminate a Graduate Assistant whose employment is governed by the TUGSA agreement must comply with the TUGSA contract.
2. Graduate Assistants must be able to communicate effectively in English. All non-native speakers of English to whom Teaching Assistantships are awarded must be tested for proficiency in English through instruments chosen by the Dean's Office in consultation with the Graduate Committee; those students who are found to need additional training in English for effective teaching must complete the training program provided by the college to ensure English proficiency. Until such students have achieved the level of English proficiency required for teaching assignments, their duties must be restricted to those determined by the director of the College's training program to be appropriate to their level of English proficiency. Graduate Assistants who are required to participate in such English proficiency training but who fail to progress satisfactorily will be ineligible for Assistantships until they have successfully completed the College's training program.

### **F. Residence**

Graduate Assistants must normally remain in residence at Temple University during the entire period for which the Assistantship was awarded. However, with approval from their departments and the Dean's Office, Research Assistants who must perform some of their research at another institution may continue their Assistantships during a temporary absence from Temple University. Normally such absence can occur only once and cannot extend to more than one-half of one semester; exceptions to this guideline may be approved when justified by the nature of the research duties.

## **XII. DEPARTMENTAL OBLIGATIONS CONCERNING TEACHING ASSISTANTS**

The Department, in consultation with the student's Area of Specialization faculty, is responsible for:

1. Evaluating students' records to determine their eligibility for awards.
2. Determining the competence of Graduate Assistants for their assignments, except in the case of English language proficiency of non-native speakers (see previous section).
3. Recommending appointments to the Dean. Departments must not represent to the student that binding offers of appointment can be made by anyone other than the Dean and must ensure that students do not construe negotiations with the department or program as binding offers.

4. Assigning Graduate Assistants to duties consistent with Departmental and Collegial guidelines.
5. Training and supervising Teaching Assistants in accordance with the guidelines given above, and providing any other training and supervision deemed necessary by the Department.
6. Documenting evaluations of the performance of Graduate Assistants to be made available if the Assistant's competence is challenged through student complaints.
7. Keeping complete and accurate records of all Assistantships and reporting from them such data as the Dean's Office may require for monitoring.
8. Keeping accurate budgetary records to ensure that stipends and tuition remissions do not exceed the budget allotted to the Department.
9. Distributing to Graduate Assistants copies of all documents relating to Departmental or Collegial policies on such matters as grading, attendance, withdrawals, plagiarism, research on human subjects, the Privacy Act, and others of which knowledge is expected of those assigned to teaching or research in the University.
10. Distributing to all Graduate Assistants copies of these College Guidelines, in the version compiled for Graduate Assistants.

### **XIII. DEPARTMENTAL POLICY REGARDING STUDENTS ON FELLOWSHIP SUPPORT**

A. University Fellowships fund students for two years. These Fellowships are funded by the Graduate School. It is expected that each student receiving a University Fellowship will use the first year of that support in the first year it is available.

B. All students in the Ph.D. Program, whether or not they are on fellowship or other non-assistantship support, are expected to be actively involved in research. During the first year, research experience will typically be obtained by assisting in a faculty member's research project. In some cases, clinical students may be asked to participate in the work of the Psychological Services Center, in a way that is appropriate to their prior experience. All students are expected to work in close collaboration with a research sponsor, preferably staying with a given sponsor for at least one year. The time devoted to research in collaboration with a faculty member will vary depending upon the demands of particular situations; however, it will typically involve approximately twenty hours per week, and will seldom involve fewer than ten hours per week.

C. For the years in which fellowship students are not receiving fellowship support, the non-fellowship year support will typically involve a teaching or research assistantship during the academic year and a teaching assistantship during the summer.

### **XIV. PREPARING FOR THE DOCTORAL DISSERTATION**

Preparing for the Dissertation includes the formation of a Doctoral Advisory Committee (which must include at least three members) and, at a later date, the formation of a Dissertation Defense Committee (which must include at least six members, including the members of the Doctoral Advisory Committee). For Graduate School policies associated with the doctoral Dissertation, click here: <https://bulletin.temple.edu/graduate/graduate-policies/>

#### **A. Formation of the Doctoral Advisory Committee**

The Doctoral Advisory Committee is typically formed when the student is working on the Preliminary exam and remains constant for the Dissertation proposal and Dissertation defense. The doctoral candidate will initiate the committee formation process by selecting a Doctoral Advisory Committee chairperson, typically the mentor or major advisor. The candidate, in consultation with the Committee chairperson, will select the remaining Doctoral Advisory Committee members. The student defends their preliminary exam to this committee, which also supervises the development of and approves the Dissertation Proposal and oversees the Dissertation research. It is not necessary to form a Doctoral Advisory Committee until the student is ready to begin work on the Preliminary Examination and/or Dissertation Proposal.

### **B. Composition of the Doctoral Advisory Committee (Core Committee)**

The Doctoral Advisory Committee (also known as the Core Committee) consists of three graduate faculty members with either primary or secondary appointments in Temple University Department of Psychology & Neuroscience. Note that each Area may have requirements that are more specific than these (see each Area's requirements at the end of this handbook).

Any student who wishes to form a committee whose composition differs from these requirements must receive approval from the Psychology Department Graduate Committee and the Dean of the Graduate School. The composition of each student's Doctoral Advisory Committee must be approved by the Director of Graduate Studies. Prior to sitting their preliminary exam, students must have the DGS sign their preliminary exam form. Once the Doctoral Advisory Committee has been formed, it may not be changed except in those cases where a committee member withdraws because of circumstances that make participation impossible. All changes in committee composition must be approved in writing by the Chair of the Department or the Director of Graduate Studies. Note that appointments of non-Temple faculty members to a Doctoral Advisory Committee must be approved by the Graduate School (see form "Nomination for Service on Doctoral Committees" on TUPortal under "Student Tools" tab in the University Forms channel).

### **C. Formation and Composition of the Dissertation Defense Committee**

The committee that reads the Dissertation and hears the oral defense is known as the Dissertation Defense Committee. The Dissertation Defense Committee shall consist of at six individuals, including the Doctoral Advisory Committee plus additional graduate faculty readers, selected either from within or outside the Department who are not part of the Dissertation Advisory committee. The majority (i.e. 4) members of the committee must be graduate faculty with either a primary or secondary appointment within the Department of Psychology & Neuroscience. At least one reader must be from outside the Candidate's Area faculty. Such an individual may be from another area within the Psychology Department (an individual holding appointments in two areas will fulfill this requirement) or from outside the Department. Your external reader cannot be a member of your Dissertation Advisory Committee. Composition of the Dissertation Defense Committee must be approved in writing by either the Chair of the Department or the Director of Graduate Studies at least one month prior to the scheduled date of the oral examination.

The Dissertation Defense Committee may include one individual from outside Temple University or from within Temple who are not listed as graduate faculty (i.e. NTT faculty), so long as they hold the Ph.D. or equivalent degree and have expertise in the subject area of the Dissertation. Any student wishing to appoint a non-Temple faculty member or Temple University non-graduate faculty member to his or her Dissertation Defense Committee must complete the Graduate School form, "Nomination for Service on Doctoral Committees," from

TUPortal under the “Student Tools” tab and in the University Forms channel; procure the CV of the proposed committee member; and have the nomination approved by the Department of Psychology, the College of Liberal Arts, and the Graduate School. It is not necessary to complete this form for any committee members who are members of the Temple graduate faculty (see link for current listing of Temple graduate faculty: <https://bulletin.temple.edu/faculty/>). Of note, each dissertation committee can only have one designated external reader therefore only one faculty member from outside Temple is allowed but up to two members from outside the department can be chosen so long as the majority of committee members are graduate faculty from within the Department of Psychology and Neuroscience. Exceptions to this policy can be requested but students must email the Director of Graduate studies prior to scheduling the defense to provide clear rationale for why no Temple faculty can provide the expertise of the additional external committee member. Your ext

#### **D. Scheduling Rooms for Dissertation Oral Examinations**

Please see section IX C for details of procedures related to room scheduling.

#### **E. Dissertation Format**

The format of the Dissertation must follow the format approved by the Graduate School. For information on formatting, please see:

<https://grad.temple.edu/resources/dissertation-thesis-handbook>

#### **F. Schedule for Preparation of the Dissertation for the Dissertation Oral Defense**

Scheduling your Dissertation Defense as early as possible is critical for meeting the necessary deadlines. Your Dissertation Oral Defense must be scheduled at least 2 weeks prior to the deadline for uploading defended dissertations to ProQuest. These deadlines are typically 3 weeks prior to graduation and exact dates are available here:

<https://bulletin.temple.edu/graduate/academic-calendar/>

The *Dissertation Oral Defense* (also called the *Dissertation Defense* or the *Dissertation Oral Examination*) involves several sets of people:

1. *Candidate*: who has prepared the dissertation.
2. *Dissertation advisor*, who has guided the student through the research that provides the material for the dissertation and who has supervised the writing of the dissertation.
3. *Doctoral Advisory Committee*: three faculty members, including the advisor, who have approved the dissertation proposal and who may have played roles during the student’s carrying out of the dissertation research. They approve the dissertation before it can be sent to the larger committee.
4. *Dissertation Defense Committee*: members of the Doctoral Advisory Committee plus three additional faculty, who read and approve the dissertation and who participate in the dissertation oral examination. They must be provided with the final document 2 weeks prior to the defense.

Sequence of events to prepare for the Dissertation Defense:

1. The candidate must have a full version of the written document approved by their advisor a minimum of 6 weeks prior to the scheduled Defense.

2. Written dissertation is sent to the Doctoral Advisory Committee, who are given at least two weeks (10 business days) to read and comment on the document. It is possible that the committee will determine that the scope of the revisions is too extensive to be completed in the two-week time frame and that the candidate must postpone the Dissertation Oral Defense.
3. The candidate then has two weeks (10 business days) to make any edits that were deemed necessary by the Doctoral Advisory Committee before sending the document to the remaining Committee members.
4. Written dissertation is sent to the remaining members of the Dissertation Defense Committee (the “readers”) a minimum of 2 weeks (10 business days) prior to the Oral Examination.

Thus, in scheduling the Oral Examination, the candidate must have the completed written dissertation approved by their advisor a minimum of *six weeks* prior to the date of the oral examination (Approval by Advisor followed by Doctoral Advisory Committee = 2 weeks; Revisions = 2 weeks; Dissertation Defense Committee = 2 weeks). When a student schedules their examination, it is critical that at least 6 weeks of time are available. However, as noted, more time than this minimum may be needed in particular circumstances.

It should be noted again that the above requirements are *minima* that must be met by students in any Area within the Department of Psychology & Neuroscience. Areas may set more stringent requirements concerning the issues addressed in this section. Students should examine the specific requirements for their Area (see section XVI) to ensure that there are no additional requirements that must be met in scheduling the Dissertation Oral Defense.

### **G. Dissertation Oral Defense**

A minimum of 15 business days prior to the scheduled date of the oral defense, the candidate will notify the Department by turning in the “Announcement of Oral Defense” form. Once approved by the college and graduate school, a written notification of the defense will be distributed to all Psychology Faculty members. All faculty members and graduate students in the Department are invited to attend the oral defense. Oral defenses also are open to the Temple University academic community. If a person outside of the Temple University academic community wishes to be present at the oral defense as a guest, the Dissertation Examining Committee is responsible for determining the appropriateness of the request and for making the final decision.

The Graduate School requires a minimum of 15 days advance notice in order to schedule Dissertation Defense Examinations. As noted in the prior paragraph, students shall notify the Psychology Department Graduate Coordinator **at least 30 days before the examination date**, so that the Department can file the necessary paperwork with the Graduate School and can post an announcement of oral defense in the Department. The form “Announcement of Oral Defense” is available in the University Forms channel on TUPortal. The Graduate School will not approve Dissertation defenses that are not scheduled in accord with this policy. You must schedule your defense two weeks prior to the graduation deadline for uploading your dissertation to Proquest to allow for time for revisions.

The Dissertation Defense is to be chaired by a member of the Dissertation Defense Committee but may not be chaired by the Chair of the Doctoral Advisory Committee (the major advisor). The Chair of the Dissertation Defense Committee has no special responsibilities other than to

call the meeting to order and oversee the examination process. When filing the appropriate final defense forms, the candidate should ensure that the person designated as the chair of the oral defense is not the chair of the student's Doctoral Advisory Committee.

The oral defense constitutes an examination. The form "Final Examination Report for Doctoral Candidates" is available in the University Forms channel of TUPortal.

A student will either pass or fail the oral defense.

A student will not pass the oral defense if more than one member of the Dissertation Defense Committee votes against passage. There are three areas in which the Examining Committee can find deficiency:

1. The research method, analysis, or theoretical exposition does not meet adequate standards of scholarship. This may require additional research, analysis, and writing. Another oral defense may be required at the discretion of the student's committee.
2. The student has not fully analyzed or has not presented the material in a satisfactory manner. Another examination meeting may be required, or it may be possible to pass the student conditionally at the discretion of the committee. If the Dissertation has been passed conditionally, the committee will detail, in writing, the conditions that need to be satisfied for formal passage, including, if necessary, another oral defense.
3. The student's oral defense of an acceptable Dissertation is judged inadequate. This situation would require another defense with the same committee. This second defense must occur within 90 days of the original defense.

## **H. Visitor Guidelines for Psychology Doctoral Dissertation Defense**

All members of the academic community are welcome to attend doctoral dissertation defenses. Friends and family of the candidate are also welcome to attend, if the room capacity limit is not exceeded. In allowing visitors, the department faculty wish to ensure a respectful, professional, and supportive environment for the candidate while maintaining the integrity of the academic process.

After the student presentation, audience members may be invited to ask questions, at the discretion of the faculty member who is chairing the defense. Audience questions should be relevant to the dissertation topic, and the chair of the defense has the right to limit or end the questions at any point. Visitors will be asked to leave the room during the committee discussion with the candidate and during the committee deliberations.

## **XV. STUDENT GRIEVANCE PROCEDURES**

### *A. Problems Relating to General Departmental Policy*

1. Any problem with general Departmental policy should first be presented to the appropriate departmental committee or to the Graduate Committee.
2. If the grievance concerns Departmental policy and the student has not received a satisfactory response from the appropriate Departmental committee, the Chair will appoint a Grievance Committee, which will collect information from the student and the relevant committee and present a formal report to the faculty for their consideration. The student will be informed of the progress of this proceeding.

### *B. Problems Relating to Student Grievances with Specific Professors*

1. The first step for handling a grievance a student has with a specific professor is for the student to make every effort to settle the problem with the professor directly. Students who feel they need help with this first step should feel free to consult with their advisor and/or their Area Director.
2. If no resolution of the grievance is gained at step B1, the student should meet with the Department Chair or the Director of Graduate Studies to discuss the situation in an attempt at resolution. On the basis of information obtained from the student and professor, the Chair or Graduate Director will attempt to make specific recommendations to the student and professor regarding possible solutions. If either party is not satisfied with the chair or director's recommendation, the department chair will appoint a grievance committee to address the problem and recommend solutions.
3. If the Grievance Committee is unable to provide such recommendations, or if the professor chooses, as is his or her prerogative, not to rely on the Committee for assistance in resolving the problem, the Committee will present a written report to the Graduate Committee of any deliberations carried out.

### *C. Students' Prerogatives Concerning Grievances*

Although the Department encourages students to attempt to resolve grievances via the procedure outlined above, students are always free to file grievances with the appropriate College or University Committees. Guidelines for such procedures may be obtained from the College of Liberal Arts or from the Graduate School. Graduate school policies on due process and grievance can be found here: <https://bulletin.temple.edu/graduate/graduate-policies/#appealstext>. Student rights and responsibilities can be found at the Graduate School website: <https://grad.temple.edu/resources/policies-procedures>. The University non-discrimination policy can be found here: <https://www.thefire.org/sites/default/files/2003/02/30121045/04.81.11.pdf> and the non-discrimination/equal opportunity statement is here: [https://diversity.temple.edu/sites/diversity/files/TEMPLEUNIVERSITYNONDISCRIMINATION\\_rev021417.pdf](https://diversity.temple.edu/sites/diversity/files/TEMPLEUNIVERSITYNONDISCRIMINATION_rev021417.pdf)

## **XVI. Specific Area Requirements**

### **A. REQUIREMENTS FOR Cognition and Neuroscience, Social, & Developmental**

*Students must fulfill all Psychology Graduate Program requirements, as described below and at this link: [GraduateStudentReqsExps\\_042020](#)*

- 1) Total required didactic course credits: 26. Total required 999x credits: 6. All students should, in consultation with their advisors, select courses most relevant to their desired course of study.

A suggested sequence of courses for nonclinical students is shown below.

<i>Year</i>	<i>Fall</i>	<i>Spring</i>
1 <sup>st</sup>	Grad Statistics 1 (3 credits)	Grad Statistics 2 (3 credits)
	Seminar (3 credits)	Seminar (3 credits)

	Professional Issues for Psychology Careers (1 credit)	
2 <sup>nd</sup>	Seminar (3 credits)	Seminar (3 credits)
	Seminar (3 credits)	Seminar (3 credits)
		Teaching of Psychology (1 credit)
3 <sup>rd</sup>	Psychology 9994* (1 credit)	Psychology 9994 or 9998 (1 credit)
4 <sup>th</sup>	Psychology 9998 (1 credit)	Psychology 9998 or 9999 (1 credit)
5 <sup>th</sup>	Psychology 9999 (1 credit)	Psychology 9999 (1 credit)

\* For further information about Psychology 9994 – 9999, see Section V.

2) Students must make substantial progress on a pre-dissertation research project in their first year. This project should be developed in collaboration with the advisor. At the end of the 1st year students will present a project. The quality of the project must be such that, assuming the data are not equivocal, it can be submitted to a research journal at some point in time. These presentations will normally be made during the area meetings and must be presented before at least the advisor for the researcher's project and two other faculty members from within the program. Continuation in the graduate program is contingent on successfully presenting this project.

4) Preliminary exams will be completed by the end of the 3rd year (i.e., the student's 6th semester). The preliminary examination paper and oral exam are designed to assess students' progress, ability to synthesize material relevant to their area of research, and ability to effectively communicate the information both in writing and orally.

The preliminary exam will be a paper chosen from one of two models: A synthesis of existing research literature or a development of a theoretical approach to a problem. A target length for the preliminary exam paper is 40 double-spaced pages. Students should schedule an oral presentation and defense of their preliminary paper, as detailed elsewhere in this Handbook.

The preliminary examination will be evaluated by the Doctoral Advisory Committee (see section XIVB). Students are expected to work with their advisor to identify potential members of this committee and meet with their mentor to discuss preliminary exam topics. Students who do not complete their preliminary exam by the end of their 3<sup>rd</sup> year may be placed on probation if deemed necessary by the DSCN faculty.

5) Expectations for presentations and publications are listed in Table 1.

6) Dissertation Proposal. A written proposal for the Dissertation research must be presented to the student's Doctoral Advisory Committee. The Dissertation Proposal must be successfully completed by the end of the 4th year.

The proposal literature review should be succinct and directly related to the study being proposed (a broader review of the literature is not required). The proposal should include a list of hypotheses to be tested. There may be exploratory analyses. The proposal should also include a section on the data analytic plan that fully details the proposed analyses to be undertaken in the

evaluation of the study hypotheses. This section might be substantially more detailed than would appear in a journal article. Students who do not complete their dissertation proposal by the end of their 4<sup>th</sup> year may be placed on probation if deemed necessary by the DSCN faculty.

7) Doctoral Dissertation Defense. The Dissertation Committee consists of the three members of the Doctoral Advisory Committee plus three additional faculty who act as Readers of the dissertation. One of these Readers must be an external member from either outside the department or outside the students' Area. The dissertation advisor first approves the written dissertation a minimum of 6 weeks prior the Oral Examination. The dissertation is then sent to the Doctoral Advisory Committee, who are given a minimum of two weeks to read and comment on the document. The candidate should respond to the revisions required by any member(s) of the Doctoral Advisory Committee within 2 weeks. After the dissertation has been approved by the Doctoral Advisory Committee, it is sent to the remaining members of the Dissertation Committee, who should be given a minimum of two weeks to read the document in preparation for the Oral Examination.

The Oral Examination should be accompanied by slides; the presentation should be approximately 20-30 minutes long. Faculty will ask questions throughout, extending the total time to 1- 2 hours. Students should book a room and plan for the Oral Examination to take 2 hours.

Table 1: A summary of expectations in the DSCN Track.

	Expectations	Comments
Year 1	<ul style="list-style-type: none"> <li>• Complete 2 graduate courses per semester (2 semesters of graduate statistics + 2 other graduate courses)</li> <li>• Develop and present an initial research project or proposal at an area meeting (check with your advisor/area director; expectations may differ across areas)</li> </ul>	US Citizens and Permanent Residents should consider applying for an NSF Graduate Research Fellowship in the fall of Year 1 or 2.
Year 2	<ul style="list-style-type: none"> <li>• Complete 2 graduate courses per semester</li> <li>• Present a poster/give a talk at a conference</li> </ul>	
Year 3	<ul style="list-style-type: none"> <li>• Complete (defend) preliminary exam by the end of this academic year</li> <li>• Submit a manuscript for publication</li> <li>• Present a poster/give a talk at a conference</li> </ul>	US Citizens and Permanent Residents should consider applying for an F31.
Year 4	<ul style="list-style-type: none"> <li>• Present a poster/give a talk at a conference</li> <li>• Present a completed "Pre-dissertation project"</li> <li>• Submit a manuscript for publication</li> <li>• Begin work on your dissertation proposal; by the end of the year, defend your proposal to your 3-person core committee</li> </ul>	Consider applying for a university "dissertation completion grant" at the end of Y4.
Year 5	<ul style="list-style-type: none"> <li>• Present a poster/give a talk at a conference</li> <li>• Submit a manuscript for publication</li> <li>• Prepare the written dissertation and orally defend</li> </ul>	Note: after Year 5 students are "out of matrix" and departmental funding (e.g. a TA contract) is not

	your dissertation to your 6-person committee (core committee + readers)	guaranteed.
--	---	-------------

Students who do not meet these yearly expectations will receive a warning and may subsequently be placed on probation if the same pattern persists. Probation procedures outlined in the Graduate Handbook will be followed.

Students may choose to follow an accelerated timeline.

## B. REQUIREMENTS FOR CLINICAL

1) Total required course credits: 68 (which must include 60 course credits, six credits of 999x, and two internship credits)

2) A minimum of three years in residency at Temple University

3) American Psychological Association (APA) Discipline Specific Knowledge Requirements. APA, which accredits the Clinical Psychology Program at Temple University, requires that all students acquire a general knowledge base in the field of psychology, broadly construed, to serve as a foundation for further training in the practice of health service psychology. All Discipline Specific Knowledge content areas must be completed after matriculation into the program. These areas of discipline specific knowledge are divided into four categories.

\*Category 1 includes History and Systems of Psychology

\*Category 2 includes the following five basic content areas in scientific psychology: (a) Affective Aspects of Behavior, (b) Biological Aspects of Behavior, (c) Cognitive Aspects of Behavior, (d) Developmental Aspects of Behavior, and (e) Social Aspects of Behavior.

\*Category 3 includes Advanced Integrative Knowledge of Basic Discipline Specific Content (i.e., the areas identified in Category 2 above)

\*Category 4 includes (f) Research Methods, (g) Quantitative Analyses, and (h) Psychometrics.

With regard to Category 1 requirements:

3a) History and Systems knowledge is distributed through many of the required Clinical Psychology Area Content Courses including (but not limited to) Assessment I and II, Psychopathology, and Research Methods. Starting in AY 2025-26 this will be assessed via a multiple-choice exam at the end of year one. Students must pass the exam (at least 80%) for the History and Systems requirement to be considered met.

With regard to Category 2 requirements

3b) Knowledge of Affective Aspects of Behavior is covered comprehensively through an Affective Bases of Behavior reading list and examination. Students complete the readings in the summer after the second year and must pass (at least 80%) an exam given at the beginning of the Fall semester of the third year. Alternatively, students can take and pass (B- or better) a comparable course that covers Affective Aspects of Behavior such as the Affective Neuroscience course (PSY 8005) or the Psychology of Emotion course (PSY 8610).

3c) Graduate level knowledge of social, cognitive, and developmental aspects of behavior is demonstrated via taking and passing (B- or higher overall grade and B- or better on each content area test) the required Fundamental Aspects of Social, Cognitive, and Developmental Behavior course (PSY 8481).

3d) Graduate level knowledge of biological aspects of behavior is demonstrated via taking and passing (B- or higher) a required “bio-integrative course,” which includes coverage in this area. Bio-integrative courses will also include a specific test on the biological aspects of behavior that would also need to be passed (B- or higher).

With regard to Category 3 requirements:

3e) Advanced Integrative Knowledge of Basic Discipline Specific Content is demonstrated through successful completion (B- or higher) of an integrative final paper in the Fundamental Aspects of Social, Cognitive, and Developmental Behavior course (PSY 8481).

With regard to Category 4 requirements:

3f) Graduate level research methods knowledge is demonstrated via successful completion of Research Methods in Clinical Psychology (PSY 9411).

3g) Graduate level Quantitative Analyses knowledge is demonstrated via successful completion of Statistics I and Statistics II (PSY 8011 and 8021).

3h) Psychometrics knowledge is distributed through several courses including Research Methods, Assessment I, and Assessment II.

The above discipline-specific knowledge is in service of developing profession-wide competencies required for all students who graduate from programs accredited in health service psychology. These competencies include (i) research; (ii) ethics; (iii) individual and cultural diversity; (iv) professional values, attitudes, and behaviors; (v) communication in interpersonal skills; (vi) assessment; (vii) intervention; (viii) supervision; and (ix) consultation and interprofessional interdisciplinary skills. The large majority, but not all, of these requirements are satisfied by the specific curriculum outlined below, because the curriculum allows the student some choice of courses to select. Departmental elective courses may be used to satisfy remaining requirements.

4) Clinical Psychology Area Required Content Courses. PSY 8412 (Psychopathology), PSY 8433 (Introduction to Clinical Psychology), PSY 8413 and 8423 (Psychological Assessment I and II), PSY 8411 (Cognitive and Behavioral Therapies and Empirically-Supported Treatments), PSY 9411 (Research Methods in Clinical Psychology), and PSY 8410 (Multicultural Issues in Clinical Psychology).

5) Clinic (therapy) Teams. Students must be enrolled in a “clinic team” (Clinical Practicum; PSY 9187-9587) for each of the 4 semesters of their second and third academic years in the Clinical Psychology program. Second year students on a clinic team receive training and experience in the psychological treatment of clients at the Department’s Psychological Services Center. Third year students on a clinic team may similarly be placed at the Psychological Services Center, but some may be placed with the approval of the Clinical Faculty in community clinical settings. Students begin on clinic team in the summer after their first year; second and third year students continue on clinic teams during summers, but summer teams do not satisfy the clinic team requirement.

6) Assessment Teams. Students must be enrolled in an “Assessment Team” (Assessment Practicum; PSY 9987) for both semesters of their second academic year in the Clinical Psychology Program. Second year students on an assessment team receive training and experience in the psychological assessment of clients at the Department’s Psychological Services Center.

7) General Electives. Three additional elective courses must be taken, typically within the course offerings of the Department of Psychology and Neuroscience. These electives are designed to help students best meet their personal pedagogical goals.

*Note that all of coursework above (items 3 through 7) should be completed in the first three years of graduate training (though in special circumstances a final course may need to be taken in fall of year 4).*

8) External Practica. During a student's fourth and fifth years, arrangements may be made for an optional practicum in a community setting on the approval of the student's advisor and the Director of Clinical Science Training. The following guidelines should be followed for community practica (and for practica at internal sites such as the Adult Anxiety Clinic, the Child and Adolescent Anxiety Disorders Clinic, or the MAD Lab):

- a. Students must discuss potential practicum sites with their primary advisors before making application to those sites. Advisor agreement with the student's application to particular sites is strongly preferred, but not required.
- b. Practica cannot be scheduled for more than 2 full (8-10 hour) days. Longer practicum hours or practica for more than 2 days per week are permissible only if a petition is presented to the clinical faculty and approved. Similarly, practicum hours at internal sites that, when added to hours accrued at external placements, cause the student's total practicum hours to exceed two 8-10-hour days per week are permissible only if a petition is presented to the clinical faculty and approved.
- c. Supervision must be provided by a licensed psychologist with a doctoral degree (Ph.D., Psy.D.). Furthermore, supervision must be at least one hour a week and must include direct observation of the student by the supervisor at least once per semester.

9) Clinical Psychology Area Talks. Required of all students in their first 4 years (with the exception of students who may be on community placement when Clinical Area Talks are scheduled). These talks fulfill a variety of important program functions, including meetings of the Director of Clinical Science Training or Clinical Faculty with the graduate student body, training in various Psychological Services Center procedures, and exposure of students to guest speakers and various topics including, but not limited to, ethical issues, multicultural and individual diversity, consultation and supervision, and training in empirically supported treatments.

10) Professional Development and Research Ethics in Psychology and Neuroscience. Psyc 8017 (previously known as "Professional Development Seminar") is required of all students during the fall semester of their first year. This seminar is designed to provide students with information to help them excel as graduate students and meet the DHHS requirements for education in responsible conduct of research (RCR). Topics covered include ethical issues and the responsible conduct of research; mentoring (the student-faculty relationship); developing a line of research; authorship, collaboration, and publication of empirical journal articles; open science; and issues of diversity in academia.

11) Pre-Dissertation Research Project. This project must be completed by April 15 of the student's 2nd year in the program. It is supervised and must be approved by a member of the Department of Psychology & Neuroscience faculty. The student presents a synopsis of the pre-

dissertation research project at a Clinical Research Day in the fall semester of the following year. This typically means fall of year 3, but students who had their predissertation manuscript approved by their mentor and defended in front of their predissertation committee by the end of summer in their year 1 have the option present their predissertation on Clinical Research Day in fall of their year 2 if they so wish (or they can present it year 3 with the rest of their cohort). Students wishing to obtain a Master's degree prior to completing the Ph.D. may use this research as the basis for a Master's thesis to be defended before a committee of three faculty members, at least two of whom are Psychology Graduate Faculty, including the student's advisor.

12) Preliminary Examination. A written paper with an oral examination is required. The paper should be a critical review and synthesis of the literature in the student's specific area of interest, defined in consultation with the student's primary advisor and typically substantively related to the topic of the student's dissertation. It should be modeled after published literature reviews in the field and evaluated by the criteria applied to reviews submitted for publication to scholarly journals. The preliminary examination paper must be successfully completed before June 1 and the oral examination must be passed by October 1 of a given year in order for the student to apply for an internship placement that would begin in the following year. The student should be enrolled in PSY 9994 ("Preliminary Examination") in the semester of the oral examination. Students must contact their Preliminary Examination Committee to schedule their preliminary examination defense by no later than June 15<sup>th</sup>.

13) Dissertation Proposal. A written proposal for the Dissertation research must be presented to the student's Doctoral Advisory Committee. Like the Preliminary Examination, the Dissertation Proposal must be successfully completed before June 1 and defended by October 1 of a given year in order for the student to apply for an internship placement in the following year. Students must contact their Doctoral Advisory (aka "Dissertation Core") Committee to schedule their dissertation proposal defense by no later than June 15<sup>th</sup>.

14) Internship. A ~ 2000-hour predoctoral internship is completed in the fifth or sixth year. The Internship site supplies a mid-year and end-of-year evaluation of the student, which becomes a part of their graduate record. A student must be continuously registered and therefore should register for 1 credit for internship (PSY 9485) during semesters when they are off campus. A total of 2 internship credits are required for graduation. The Clinical Psychology Program requires students to attend an internship program accredited by the American Psychological Association or the Canadian Psychological Association.

15) Preparation of the Dissertation and the Dissertation Oral Defense:

**The following schedule pertains to students in the Clinical Psychology Ph.D. Program and supersedes the minimum schedule outlined for the Department as a whole.**

The *Dissertation Oral Defense* (AKA *Dissertation Defense* or the *Dissertation Oral Examination*) involves several sets of people. First is the *candidate*, who has prepared the dissertation. Second is the *dissertation advisor*, who has guided the student through the research that provides the material for the dissertation and who has supervised the writing of the dissertation. Third is the student's *Doctoral Advisory Committee* (see section XIV B; sometimes called the *Core Committee*), which consists of three faculty members, including the advisor, who have approved the dissertation proposal and who may have played roles during the student's

carrying out of the dissertation research. They approve the dissertation before it can be sent to the *Dissertation Defense Committee* (see section XIV C), which consists of the members of the Doctoral Advisory Committee plus two additional faculty, who read and approve the dissertation and who participate in the dissertation oral examination. The schedule for the oral examination must provide time for all those individuals to carry out their responsibilities.

15a) The dissertation advisor first approves the written dissertation. The candidate and advisor should have worked closely during the preparation of the dissertation, and the advisor may have approved sections of the dissertation as they were completed. However, the candidate must provide the advisor with sufficient time to read a complete version of the dissertation and the student must also leave sufficient time available to carry out any further revisions of the dissertation required by the advisor prior to its approval. The specific time frame must be negotiated between the candidate and the advisor. A defense cannot be scheduled prior to the approval of the dissertation by the advisor. **The student may schedule their Dissertation Oral Defense for no less than 6 weeks after receipt of the advisor's approval of the dissertation.**

15b) After the advisor has approved the dissertation, it is sent to the Doctoral Advisory Committee, who is given two weeks (14 days) to read and comment on the document, unless there are extenuating circumstances (which would be discussed upfront). You should reserve at least another 2 weeks to address any edits required by your committee before committee approval (e.g. a week to respond to the committee comments and a week for the committee to review your responses/edits). If after that time any of the committee members does not approve, you must continue the revision process until it is approved. Depending on the length of this process, the Oral Defense may have to be postponed/rescheduled.

15c) After the dissertation has been approved by the Doctoral Advisory Committee, it is sent to the remaining members of the Dissertation Defense Committee, who should have at a minimum two weeks (14 days) to read the document in preparation for the Oral Examination.

**Thus, in scheduling the Oral Examination, a minimum of six weeks from the time of the advisor's approval of the document is needed before the date of the Oral Examination. When a student schedules their examination, it is critical that that amount of time be available. However, as noted, more time than this minimum may be needed in particular circumstances.**

15d) Guidelines for Preparation of the Dissertation Proposal for students in the Clinical Area:

1. The proposal literature review should be succinct and directly related to the study being proposed. A broader review of the literature is not required. [Note: The broader review of the literature was likely accomplished by the preliminary examination paper].
2. The dissertation proposal should include Specific Aims.
3. The proposal should include a list of hypotheses/predictions to be tested (we recommend labeling these as primary or secondary.) The number of hypotheses/predictions should be reasonable for the scope of the project and the sample size(s) of the study or studies being proposed. The study must be powered to test the primary hypotheses/predictions. There may be exploratory analyses.
4. The proposal should include a section on the data analytic plan that fully details the proposed analyses to be undertaken in the evaluation of the study hypotheses/predictions. This section might be substantially more detailed than would appear in a journal article.

15e) Guidelines for Preparation of the Final Dissertation and Dissertation Defense for students in the Clinical Area:

1. The dissertation should be formatted as a submittable manuscript-length research report. APA or APS journals should serve as models in terms of content, formatting, and quality (e.g., *Journal of Consulting and Clinical Psychology*; *Journal of Abnormal Psychology*; *Psychological Assessment*; *Clinical Psychological Science*).
2. The dissertation should not be formatted as a Brief Report.
3. Additional data can be prepared to be submitted, as appropriate, for inclusion in online repositories. The dissertation may include expanded analyses as a separate chapter, when appropriate.
4. The dissertation may or may not include, as a separate chapter, the already evaluated preliminary examination paper (i.e., longer literature review).
5. The dissertation defense should be an oral presentation of the dissertation study (which may also include other studies). Students should prepare an approximately thirty-minute PowerPoint presentation. This may be similar to an academic job talk, although faculty at a defense are more likely to ask questions throughout.

16) Clinical Area Policy on Vacations or Absences. Because clinical psychology students are involved in so many diverse activities, it is important that clinical faculty be apprised when students will be away from campus for anything more than a brief period of time. Therefore, it is the policy of the Clinical area that:

- a. The timing of any/all vacation days must be coordinated with the mentor/advisor.
- b. Time off beyond university closures that exceed 5 business days total per semester during the academic year, 10 business days total in summer, and/or 2 clinic teams require (1) clinical supervisor, (2) mentor, (3) teacher, and (4) DCST approval.

17) Policy on Student Record Keeping. Current student records and alumni records are housed on a shared network drive to which only program faculty and select staff have access. Because of the potential need to find information for licensure, etc., from the academic year 2000-01 incoming student cohort moving forward, all student records will be kept indefinitely. Because the records are stored on a private FERPA compliant network folder where access can be limited, all information is confidential.