

DEPARTMENT OF PSYCHOLOGY

2026-2027

GRADUATE STUDENT MANUAL

This manual describes departmental procedures that impact graduate students. It is the graduate student's responsibility to understand the procedures in this document, as well as those in the manual for their respective program, and those in the UNT Graduate Catalog. Students are responsible for keeping up with and adhering to changes in departmental or university rules of conduct or procedural rules that occur during their tenure in the graduate program.

Department of Psychology

GRADUATE STUDENT MANUAL

UNIVERSITY OF NORTH TEXAS • 2026-2027 ACADEMIC YEAR

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I. Equal Opportunity

The Department of Psychology is firmly committed to equal opportunity and does not permit – and takes actions to prevent – discrimination, harassment (including sexual violence, domestic violence, dating violence and stalking), and retaliation on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or veteran status in its application, employment practices, and facilities; nor permits race, color, national origin, religion, age, disability, veteran status, or sex discrimination and harassment in its admissions processes, and educational programs and activities. The Department of Psychology promptly reports and/or assesses complaints of discrimination, harassment, and related retaliation and takes remedial action when appropriate. The Department also takes actions to prevent retaliation against individuals who oppose any form of harassment or discriminatory practice, file a charge or report, or testify, assist, or participate in a related proceeding.

Any UNT employee (including graduate students who receive assistantships) who experiences, observes, or becomes aware of discrimination, sexual harassment, or related retaliation must promptly report the incident(s) unless they are a licensed health care provider or a licensed counselor acting in this capacity as part of their official employment. Students and non-affiliated members of the public are encouraged to report incidents, but not required. For more information regarding how to submit a report, please visit the website of UNT Office of Equal Opportunity and Title IX.
Equal Opportunity & Title IX | University of North Texas

The Psychology Department cooperates with the Office of Disability Access (ODA) to make reasonable accommodation for students with disabilities. Students needing academic accommodation must first register with ODA to verify their eligibility. If a disability is verified, the student will request their letter of accommodation. ODA will provide each faculty (i.e., the course instructor) with a reasonable accommodation letter via email to begin a private discussion regarding a student's specific needs in a course. Students may request reasonable accommodation at any time, however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Please visit the website of ODA for more information regarding how to register.
Register for Services | University of North Texas

II. COMMUNICATIONS TO STUDENTS

Students must stay in active communication with their faculty, clinical supervisors, respective program, and the department while studying in the department. Each student is responsible for facilitating communication in several ways. First, it is the student's responsibility to maintain a current residence address and phone number(s) with the Graduate Coordinator's office. Every change and/or addition must be done in a timely way through e-mail to PSYC-Grad@unt.edu. Second, students must also check their assigned mailboxes on the 2nd and 3rd floor of Terrill Hall frequently, except when they are on internship. Third, students must check all of the email accounts assigned by the university (both student and assistantship-related employee email accounts), Psychology Clinic, and Centers regularly. Students may obtain your UNT email accounts and learn how to connect them with other

personal email accounts that you check regularly by going to EagleConnect Email | University of North Texas. Fourth, students should periodically inspect the department's web page (https://pahs.unt.edu/psychology/index.html).

Any of these four methods may be used to communicate official information to students. Consequently, each student is responsible for maintaining open lines of communication in all four ways. The department is not responsible for any consequences which result from the student failing to be current with information the department has conveyed.

III. ACADEMIC PROGRAM ADVISOR

The student's primary faculty advisor has first-level responsibility for the evaluative process, followed by the student's program director and committee, and lastly by departmental faculty. Students should consult their program director or the Graduate Coordinator if they are unsure which faculty advisor has been assigned to them when they start the first semester of program study.

A. The faculty advisor will review and approve the student's course schedule each semester.

B. Evaluations of Student Progress

At least one evaluation per year will be held. Program Committees will evaluate all their Ph.D. students. The information considered in these meetings will include course grades and examination results, practicum and research team participation, ethical, professional and scholarly behavior, and any other pertinent information concerning a student's performance in the program. Each program has a slightly different procedure, and students should check with their program director or program manuals for a complete description of the review process.

The intent of the evaluative review is to apprise students officially of their areas of strength and/or weakness and to assess whether the student is making expected progress toward a degree.

IV. REGISTRATION

Students must sign up for classes they intend to take with the Graduate Coordinator so that the department can monitor the size of classes and ensure all will make. If for any reason a student needs/wants to add/drop a class previously requested, they must contact the Graduate Coordinator and make them aware of this. Prior to registration all students must have the courses they are requesting reviewed and approved by the student's faculty advisor and the approval forwarded to the Graduate Coordinator at PSYC-GRAD@unt.edu. The UNT Registrar Office provides specific procedures and dates for early registration, regular registration, and late registration and payment deadlines (https://www.unt.edu/onestop/index.html; UNT One Stop | University of North Texas). Registration must be done via internet.

V. DEPARTMENTAL FINANCIAL SUPPORT

A. *Type and Duration of Support.* Departmental teaching assistantships, research assistantships, and teaching fellowships as well as the tuition benefit program (TBP) are the primary means of department support for doctoral students. Assistantships are assigned based on departmental need and availability. New assistantship appointments are assigned for each semester. A student may be removed or not be reappointed if their performance drops below expectation or other academic reasons arise.

Normally, students are guaranteed four years of departmental support (years 1-4), and this is always pending funding. Any support paid through the department, such as grant funding, will be counted in the four years. The maximum four-year expectation on support is designed to provide some assistance to most students requesting support during the time they spend in the academic program. Support may be extended for more than four years based on departmental need and funding availability. This is done on an individual case basis, either due to teaching excellence, department need, or because of unique skills in teaching a given content area.

B. *Compensation.* Graduate students are paid according to the UNT Graduate Assistantship Policy (Graduate Assistantships | University of North Texas). The stipend amount for most assistantship assignments offered by the department is the same and determined by the university although some variation exists for a small number of assistantships due to different funding sources.

C. *Course Load Requirements.* Students who have a departmental assistantship have special restrictions placed on the course load they are permitted to carry. The combined load of course enrollment and assistantship assignments (20-hr assistantships are counted as 6 semester hours of work) may not exceed 18 semester hours in any long semester without approval of the graduate school (TGS).

Specifically, the UNT Graduate Catalog considers assistantship employment to be part of a graduate student's semester course load. A single **.25 FTE** (or 10 hrs/wk) assistantship position is considered equivalent to **3** credit hours of the student's course load, where a position (or combined positions) of **.5 FTE** (or 20 hrs/wk) is considered equivalent to **6** credit hours.

When a student intends to take a course load (enrollment + employment) totaling more than **18** credit hours, they must be approved by the program director first and then submit a Course Overload Request to TGS for approval. For students working department assistantships, they can enroll in **12** hours of classes and still work their **.5 FTE** assistantship positions with the department without having to get TGS approval.

Students holding a department assistantship appointment (at .25 FTE or .5 FTE) must be enrolled full-time in a long semester. During long semesters, full-time enrollment for graduate students is 9 graduate credit hours or more. However, the department considers doctoral candidates (after their QER has been approved) to be enrolled full-time, even if they are enrolled in fewer than 9 graduate credit hours.

D. *Satisfactory Progress.* Students granted assistantships are expected to be making satisfactory progress toward their degree, demonstrated by 1) successfully maintaining a full-time student status in each long semester; 2) successfully passing their course requirements while maintaining at least a 3.0 GPA; 3) obtaining positive recommendations from their program faculty and practicum supervisor; and 4) receiving a positive recommendation from the supervisor(s) of their departmental assistantship positions.

E. *Selection Process.* Decisions about departmental employment are made by a variety of faculty: 1) doctoral program and Psychology Clinic directors assign some positions (e.g., program GSAs); 2) individual faculty have major influence over selections for their research assistant (RA); and 3) teaching fellow (TF) assignments are made by the department office with input from students' teaching mentors.

Assistantships for the fall semesters are usually announced by the end of April and for the spring semesters are by Thanksgiving. Departmental needs take priority for assistantship assignments, but specific assignments will be based on a student's background, experience, and academic record. For example:

a) Statistics or experimental laboratory assistants will generally need to have completed appropriate classes such as PSYC 5700, 5710, or 6810.

b) Assessment laboratory assistants will need to have completed appropriate coursework in assessment classes such as PSYC 5420, 5430, and assessment practicum.

To be qualified as a teaching fellow, generally students will need graduate coursework in the area assigned to be taught. However, teaching assistants may not have completed graduate coursework in the area assigned to be Taing because they are under the supervision of faculty members with expertise. When completing the assistantship assignment survey in each semester, it is very important that applicants list all of their available hours and skills (statistics, testing, group facilitator, etc.) because the department tries to match students' availability and skills with course requirements. All other things being equal, a student with relevant skills is more likely to be chosen than a student without those skills. Recommendations from faculty regarding teaching ability and communication skills of students are also given consideration. Due to limited funding, it is not possible to guarantee 5th year students spring assignments even when they have had an assignment in the fall.

F. *Teaching Fellows (TFs).* Before students will be granted a TF with full responsibility for a course, they must have completed a master's degree and show proficiency in teaching or demonstrate qualifications based on prior teaching. TFs are only available to students who have demonstrated a high level of performance and are recommended. Often students will serve as teaching assistants (TAs) before being given a teaching fellowship.

G. *Paid Practicums.* A small number of paid practicums are sometimes available and considered departmental assistantships. These paid practicum assistantships are handled by faculty who develop the contracts with the practicum sites. Therefore, interested students should contact these faculty members for more information.

H. *Research Assistantships.* Individual professors who hold large grants may include RA positions for them. Interested students need to make themselves known to grant-holding professors so that they may be considered for these positions.

I. *Termination of Department Positions.* Students may be removed from or not reappointed to an assistantship position for non-performance of assigned duties, for violation of department or University rules or APA Ethical Standards, for conviction of a crime, or for other significant reasons deemed by the department office.

J. *Texas Residency*: Students are expected to reside within Texas as remote work is not available for students living outside of the state.

VI. DEGREE PLANS

A. Degree plan forms are available from the Graduate School or the office of the departmental Graduate Coordinator. Email PSYC-GRAD@unt.edu for blank copy of your master's or doctoral degree plan.

B. Degree plans must be filed during the semester in which the student accumulates his/her first 12 hours of graduate coursework. Students are bound by the Graduate Catalog currently in force at the time the degree plan is approved by the Graduate School. If the degree plan is done later, the student will be responsible for completing any new requirements added since their entry into the program.

C. Degree plans should be developed in consultation with the student's faculty advisor and program director.

D. Filing the Degree Plan:

When the degree plan has been filled out and signed by the student's faculty advisory and program director, it should be sent to Graduate Coordinator to get the Department Chair's signature before being forwarded to the Toulouse Graduate School. After approval by the Graduate Dean, signed copies of the degree plan are returned to the department and placed in the student's file.

E. Degree Plan Changes:

To initiate a degree plan change, the student must first obtain a copy of the Change of

Degree Plan Form from the Graduate Coordinator. The student then indicates changes they wish to make in consultation with the major professor. The Change of Degree Plan Form also requires review, approval, and signatures from the student's faculty advisory, program director, and the department chair.

F. Prior coursework to meet doctoral program requirements.

1. Students who are admitted to a doctoral degree program in the Psychology Department often have prior graduate coursework that meets doctoral requirements. Coursework is evaluated in the Psychology Department to determine equivalency to doctoral course requirements. If the coursework is sufficient to meet doctoral program requirements the doctoral course requirement would be waived. Requirements met by prior coursework do not appear on the doctoral degree plan, reducing the number of required hours for the doctoral degree. A maximum of 30 credits can be met by prior coursework. However, programs may have other restrictions so consult your program manual. For doctoral programs of 90 credit hours or more, the psychology doctoral degree plans require a minimum of 60 credits taken within the UNT system (or more per program requirements). For doctoral programs of 72 hours, the psychology doctoral degree plan requires a minimum of 42 credits taken within the UNT system.

2. A student wishing to have coursework evaluated for equivalency should first fill out the Transfer/Course Substitution Request and attach a syllabus from the class previously taken. Once the form is filled out with appropriate attachments, the student must submit it to their program director who will consult with the designated professor in the department and make a decision regarding whether the course previous completed by the student is deemed equivalent (though not necessarily identical) to the course offered in the department. If so, the program director will sign the transfer course request form, notify the student of the result, and keep a copy in the student's file in the Graduate Coordinator's office.

3. Undergraduate courses taken for graduate credit cannot be used to fulfill graduate course requirements.

VII. PASS-THROUGH MASTER'S DEGREE IN PSYCHOLOGY

Students who are admitted to a doctoral degree plan in the Psychology Department, after completing a bachelor's degree, may receive a pass-through master's degree in psychology after completing all requirements for the master's degree while continuing the doctoral program.

A. All the course work to be credited toward the master's degree plan must be numbered 5000 or higher.

The Psychology Master's Degree requires a minimum of 30 credits, which must include 6

credits of thesis (PSYC 5950) and 24 other credits selected from the following courses:

PSYC 5010	Human Development (3 cr)
PSYC 5090	Social Psychology (3 cr)
PSYC 5420/5430	Assessment I & II (3 cr each)
PSYC 5640	Cognition and Affect (3 cr)
PSYC 5680	Foundations of Counseling Psychology (3 cr)
PSYC 5700/5710	Quantitative Methods I & II (3 cr each)
PSYC 5780	Psychopathology (3 cr)
PSYC 6030	Biological Bases of Behavior (3 cr)
PSYC 5900/5910	Special Problems (1-3 cr)
PSYC 6000	Introduction to Psychotherapy (3 cr)
PSYC 6200	Advanced Topics Seminar in Psychology (1-3 cr)
PSYC 6300	Theory and Application of Multicultural Psychology (3 cr)
PSYC 6400	Research Design in Psychology (Methodology) (3 cr)

B. Students who choose to complete a pass-through master's degree must submit a master's degree plan to the Graduate Coordinator's office. The procedure of completing the master's degree plan is the same as completing a doctoral degree plan. For students who choose to complete a pass-through master's degree, their pass-through master's degree plan should be completed and filed at the same time as the doctoral degree plan.

C. The student applies for graduation (https://registrar.unt.edu/apply-degree-conferral-graduation-commencement.html) prior to the deadline given by the Graduate School during the semester in which they plan to defend their thesis or dissertation.

VIII. PROCEDURE FOR CHANGING DEGREE PROGRAM

Students are admitted into a particular degree program in the department. The department recognizes that occasionally a student may wish to change to a different degree program. Any student wishing to make such a change must follow the regular admission procedures. The student is required to apply for the alternate program by the next application deadline. The alternate program will then review the application as it would for any other applications.

IX. ACADEMIC REQUIREMENTS

A. GENERAL CORE COURSES

These 15 semester hours are required for all Ph.D. programs.

PSYC 5090 – Social Psychology (Fall & Spring).....3
PSYC 5640 – Cognitive & Affective Bases of Behavior (Fall).....3
PSYC 5700 – Quantitative Methods I (Fall)..... 3
PSYC 5710 – Quantitative Methods II (Spring).....3

PSYC 6030 – Biological Bases of Behavior 3

1. Students must receive a grade of "B" or better in all general core courses. Students earning a grade of less than a "B" must repeat the course the next time it is offered.
   ***PLEASE SEE APPENDIX C FOR POLICY ON LOW GRADES**

2. Students are required to begin fulfilling general core requirements at the earliest possible opportunity--their first semester of enrollment in the program.

3. Before a student can take a course at a university other than UNT, they must have written approval from the program director and from the department chair. The approval form may be obtained from the Graduate Coordinator. Once approval is granted, the Graduate Coordinator will contact the Program/Project Coordinator for the Council of the Federation in the Graduate School to help the student register for the course.

B. PRACTICUM EXPERIENCE

1. Practicum courses are required in programs with an applied orientation. Consult the pertinent program manual for further information.

   Practicum courses at other institutions are generally not transferable toward the student's UNT degree program. Any questions should be referred to the program director of the student's program.

2. All students enrolled in practicum follow procedures as outlined by their respective program manuals and/or program director.

3. For most programs, practicum experience begins in the first semester of enrollment at UNT.

C. MINOR AREA OR RELATED FIELD

Some programs require a minor or related field. In such programs, the minor or related field consists of a minimum of l2 hours (Students should consult their respective program manual for additional information). A minor area consists of 12 hours in a department outside the psychology department. A related field consists of l2 hours in a specialty within the psychology department. If a minor area is chosen, the student is required to have a professor from that department associated with the selected minor to serve on the dissertation committee. If a related field is chosen, the student should check with the program director of that specialty concerning the requirements to fulfill the related field. The student is required to have a professor from the related field specialty on the

dissertation committee.

D. CONCENTRATION CORE COURSES QUALIFYING PH.D. EXAMINATION IN CONCENTRATION AREA

1. Students cannot take the qualifying Ph.D. examination until they have completed all general core courses with a grade of "B" or better.

2. All doctoral students are required to take designated courses in their program area (i.e., clinical, counseling, & behavioral science). These courses comprise the concentration core.

3. After completion of the concentration core, the student must successfully pass the qualifying Ph.D. examination. The requirements for this examination vary according to program areas. Students should refer to their respective program manuals for further details, scheduling, and procedures.

4. Upon passing the qualifying exam and completing all concentration core courses, students are admitted to candidacy for the doctoral degree by the Graduate School.

5. Students cannot register in dissertation credits until successful completion of numbers 1 through 4.

E. PSYCHOLOGICAL EMPLOYMENT

Psychological services are regulated by state licensing laws, which allow students to provide psychological services as part of a supervised course of study. Unless a student has a credential that would allow the provision of services to clients, any student providing psychological services must be enrolled in 6820 or 6830 for each internal or external practicum.

F. RESEARCH REQUIREMENTS

1. Thesis may be optional for students who have earned a master's degree with completion of a thesis project prior to being admitted to the doctoral program. Refer to your respective program manual or program director for further information.

2. Research requirements vary for the programs. Check your program manual.

3. All doctoral students are required to complete at least 9 semester hours of dissertation

credits.

4. The department has established procedures for graduate students to use the research subject pool (SONA). To have access to the subject pool, the following steps must be followed:

   a. Approval of the project must be obtained from the UNT Institutional Review Board (IRB). If you plan to use the department Research Participation Pool Web Site (SONA) to recruit participants for your study include the SONA IRB application with your IRB application.

   b. After obtaining the IRB approval, the student researcher submits the IRB's approval notification to the SONA Coordinator and the SONA faculty. Information concerning the study should include the title of the experiment, the location and time where participants are to report, the number of research credit hours that will be given for participation, the name of the person conducting the experiment, a general description of the experimental procedure, and the name of the faculty supervisor.

   c. Once all information is obtained by the SONA Coordinator, the research study will be assigned an experiment number, and the researcher will be given access to the online research pool via the SONA system. The researcher will post all the pertinent information on the system.

   d. Individuals who fail to follow the required procedures will be denied use of the department's subject pool.

G. THESIS AND DISSERTATION WORK

1. There is a framework of schedule deadlines related to thesis/dissertation work. These deadlines are outlined below and must be followed. Deadlines can be found in the Graduate Catalog and at https://www.unt.edu/graduate/student-support/graduation-information.html. The graduate school does not make exceptions to its deadlines.

2. The student decides on a general area they would like to research. It is the student's responsibility to request regular meetings with their faculty research supervisor (also serving as their thesis or dissertation committee chair) to direct them in the preparation of the research proposal. The remaining committee members are chosen by the students in consultation and agreement with the faculty research supervisor.

3. Each thesis or dissertation committee in the Department of Psychology is to have, as its basic structure, the following: Three people employed as faculty members by the Department of Psychology.

4. For a thesis or dissertation committee, each committee may, but is not required to, have additional members from outside the Department of Psychology. An additional member may be (a) a UNT faculty member from another department; (b) a community professional especially appointed to the committee through the Department of Psychology; or (c) a faculty member from another university especially appointed to the committee through the Department of Psychology. Additional members may not replace the three departmental members. Contact the Graduate Coordinator for information on additional documents required. This Non-Psychology Department member serves in the same capacity as the departmental committee members and must attend both the proposal and final defense meetings. Programs may place other restrictions on thesis/dissertation committee composition but cannot authorize deviation from the basic structure (e.g., the three departmental faculty) described herein. For example, a program may specify that certain numbers of committee members must be from particular programs, but a program may not authorize committees containing fewer than three departmental faculty members as defined above.

5. In consultation with his or her faculty research supervisor, the student develops a specific project that is considered of dissertation magnitude. During this time, they must also solicit input from the other members of the committee. The student should write the final proposal draft using the APA Publication Manual.

6. Proposal Defense Meeting

    a. When the proposal draft is approved by the faculty research supervisor, the student may schedule a proposal meeting defense with his or her committee to receive their feedback and work out any major problems or concerns of committee members.

    b. Committee members should have a complete draft of the proposal one week before the proposal meeting.

    c. It is expected that the student will arrange a suitable date and time during normal business hours when all members of the committee are able to meet. Students should also be aware that it is often difficult to schedule committee meetings or defenses during the summer semesters and should plan accordingly.

    d. Prior to the proposal meeting, the student must contact the main office (TH 316) to reserve a conference room in Terrill Hall or reserve a room in the clinic. The student will then send a word file to PSYC-Grad@unt.edu. A sample of the 1-page file format is included in Appendix A. A copy of the 1-page abstract/announcement should be submitted to the Graduate Coordinator no later than 1 week prior to the scheduled proposal meeting day/time for the student's file. The announcement will then be emailed by the Graduate Coordinator to all

psychology graduate students and faculty.

e. Upon the committee's approval of the proposal, the student and research supervisor should obtain signatures of all committee members on the proposal signature sheet. These signatures constitute an informal contract protecting the students and committee members. Following the meeting the research supervisor outlines and summarizes any modifications made to the research proposal. The Psychology Graduate Coordinator's Office must have a copy of the signed proposal signature sheet. A copy of final version of the proposal approved by the committee must be sent to the Graduate Coordinator.

7. Prior to collecting data, students using human subjects are responsible for clearing their research through the UNT IRB for the Protection of Human Subjects. After students have obtained approval, they should follow procedures outlined in the previous section of this manual if they are using participants from the department's subject pool.

8. If the need arises to make any modifications to the approved design of the project, the student must obtain the approval of the entire committee. This approval should be sought only after consultation with the faculty research supervisor.

9. Final Defense Meeting

   a. After the project has been executed, the student works with the research supervisor in drafting the final manuscript of the thesis/dissertation. When the manuscript is considered complete and approved by the research supervisor, the student schedules the final defense meeting.

   b. Committee members should have a complete draft of the manuscript two weeks before the final defense meeting. The student is responsible for having all aspects of the manuscript in APA/Graduate School form. Each student must plan for sufficient time to complete all the department requirements before submitting the final version to the graduate school.

   c. It is the student's responsibility to contact all committee members and arrange a suitable date and time for the final examination. Students should be aware that it is often difficult to schedule final defense meetings during the summer semesters. If members of the committee are not teaching during the summer, they are not expected to attend any meetings. It is the responsibility of the student to inform the Graduate Coordinator of the date of the defense and file for graduation prior to the application deadline at the *beginning of the semester* so proper forms can be generated. Application for graduation instructions can be found online at: Apply for Degree Conferral (Graduation) & Commencement | University of North Texas

d. As soon as a date has been confirmed with the committee members, the student checks with the Graduate School to make sure that he or she has completed the application for graduation and paid the required graduation fees.

e. At least two weeks prior to the final defense meeting, the student must contact the main office (TH 316) to reserve a conference room in Terrill Hall or reserve a room in the clinic. A sample of the 1-page file format is included in Appendix A. A copy of the 1-page abstract and signature page should be sent to the Graduate Coordinator no later than 2 weeks prior to the scheduled defense meeting day/time for the student's file. The announcement will be emailed to all psychology graduate students and faculty. An Oral Defense Notification will be submitted online to the Graduate School by the Graduate Coordinator.

f. The decision of the final defense meeting can be passed, passed with specified revisions, continuation until some later time, or fail. The continuation decision means that major questions have been raised about the manuscript such that the committee believes the student needs to address substantive issues and appear again before the entire committee. Passed with specified revisions usually means there were correctable deficiencies. In this situation, the student's research supervisor summarizes the needed revisions and sends a copy of the summary to the student. (Generally, these revisions are made under the supervision of the research supervisor.) Decisions following from the final defense should be determined by vote of the entire thesis/dissertation committee.

g. The student should schedule the final defense meeting with sufficient lead-time to make any needed changes required by the committee before graduate school deadlines. The faculty research supervisor is responsible for determining if all necessary changes resulting from the defense have been made.

h. After the Chair has signed the oral defense form, the student may file the manuscript with the Graduate School according to their current requirements.

i. When the signed oral defense form has been received and the committee edited version has been submitted to the Graduate School, a link is emailed to the Major Professor. The purpose of the Final Approval is to verify that all edits have been made and approved by the student's committee. The Major Professor must make the approval. The student's thesis/dissertation will not be considered complete until this approval has been received by the Graduate School. The approval will be submitted electronically, through Vireo.

j. The Graduate School contacts the student when corrections are needed and gives instructions on making corrections to the thesis/dissertation.

k. Grades for Thesis/Dissertation: Students enroll in 5950 for thesis and 6950 for

dissertation. Credit will be given only for the last 6 semester hours of thesis and the last 9 semester hours for dissertation. Students receive a grade of PR for "in progress" (or W for "withdraw", or NP if no progress has been made at all).

l. Continuous Enrollment policy of the Toulouse Graduate School requires that once enrollment has begun in 5950/6950, students must maintain continuous enrollment in a minimum of 3 semester hours of thesis/dissertation during each fall and spring semester, up to and including the semester the thesis/dissertation is submitted to the Toulouse Graduate School. The requirement to enroll does not end with the defense. Students must continue to enroll until the paper is submitted to the Graduate School. If you will be using university facilities or faculty time during the summer, or defend your thesis/dissertation, or submit your defended paper to the Graduate School in the summer, you must be enrolled in thesis/dissertation during that summer.

H. INTERNSHIP FOR PH.D. STUDENTS

1. Students in the applied programs must have completed all required courses with a "B" or better and pass the qualifying examine prior to applying for internship. Students should check their respective program manuals for additional specific requirements.

2. Internship placements are required in all the Ph.D. programs except for the Behavioral Science Program.

3. The final decision about any student's readiness to apply for internship is made by the program director. Application for internship must have prior approval of the student's program faculty and program director. Failure to obtain prior approval may result in the student not being allowed to apply for internship.

4. Internship placement can be highly competitive. The Department and the University give no assurances that every applicant will be placed. Internship training facilities in the DFW Metroplex are limited and very competitive. Do not expect to receive placement in the DFW Metroplex.

5. Internships constitute a full calendar year of work. Please be aware that the start/end dates of the internship may impact your official graduation date from UNT. Students who have not officially completed the internship by graduation day may not be awarded their degree in that semester.

I. ENROLLMENT REQUIREMENTS

1. Students may schedule a maximum of 12 hours during any long semester and no

more than 6 hours in each summer term without extra approval. Students who wish to take more than 12 hours must obtain the approval of their program director and the Graduate School. Nine semester hours are considered a full-time load by the university for purposes of fulfilling the graduate residence requirement.

2. Students who wish to take a semester off (i.e., taking a leave and not registering in any credits in that semester) should notify their faculty advisor and program director in writing prior to the beginning of the semester. The written notice should be forwarded to the Graduate Coordinator for student file. Before making the decision, students should consult with their faculty advisor regarding how the leave in a semester may affect their progress in the program. Students who are on leave for more than three consecutive long semesters will lose their student status in the department and will be required to re-apply if they want to return to the program.

3. All-but-dissertation students are required to maintain continuous enrollment in at least 3 hours of dissertation in each Fall and Spring semester until graduation. They are also required to enroll in one semester of Summer if they plan to schedule their dissertation proposal or defense meeting in the summer semester.

4. Continuous enrollment is required until graduation. Students are expected to make satisfactory progress in their degree program. Occasionally students may have reason to take a temporary leave of absence. If such circumstances arise, students should complete a Request for Temporary Leave of Absence (a Graduate School form) and discuss the matter with their faculty advisor and respective program director to evaluate how the leave may affect their progress and length of studies in the department.

    a. The student is responsible for notifying their program director of their decision to take a leave and filing Requests for Leaves to the Graduate Coordinator. Once the request is received and filed, the student will be put on inactive status.

    b. Students are not allowed to take a leave of absence for more than three consecutive long semesters. The student is **automatically** removed from his/her/their respective degree program and the department after being absent for more than three long semesters.

    c. A student may be removed from his/her respective program immediately upon receipt of a letter from the student indicating **intent to withdraw** from the program.

    d. A student removed from a degree program who later wishes to resume a degree program must re-apply for admission as would a new applicant.

    e. The UNT Graduate School continuous enrollment policy precludes granting Temporary Leaves once a student has commenced enrollment in thesis or dissertation.

f. Leaves of absence do not alter the UNT Graduate School's time limitation policies for work to be credited toward master's or doctoral degrees (i.e., leaves do not extend the time limitations).

g. A student may be removed from a graduate program for failure to make adequate progress or if in the judgment of the program committee the student appears unlikely to succeed professionally, regardless of grades.

J. EXTENSION OF TIME LIMITS FOR MASTER'S AND PH.D. DEGREES

1. University policy, as stated in the Graduate Catalog, sets specific time limitations for students to complete graduate degrees. Time limitations differ for specific degrees, depending on the number of semester credit hours (SCH) required for the degree.

   The time limitation for completing a master's degree is five (5) years, and for the doctoral degree, it is eight (8) years. All previously completed coursework to be credited toward the current graduate degree must be completed within a period of eight years.

2. The primary purpose of time limitations is to ensure that the student is current in the field of study at the time the degree is awarded. Furthermore, time limitations increase the likelihood that the student will move through the work required for the degree in a timely fashion.

3. UNT recognizes that situations may arise that preclude a student from completing the degree within the prescribed time period. Students will be granted extensions only under very special and extenuating circumstances. These include, but are not limited to, personal and family illness, financial issues, or other circumstances under which the student has no control. Full-time employment will not alone be sufficient grounds for an extension.

4. Policy Governing Requests for Extension

   The Toulouse Graduate School will consider requests for extensions based on recommendations by the Graduate Curriculum Committee of the College. The following are key factors to be elaborated on in the extension request.

   i. The student has made a diligent and good-faith effort at satisfying the requirements for the degree within the specified time limit;

   ii. There are circumstances beyond the student's control that will prevent completion of the degree within the specified time limit;

iii. There is clear and convincing evidence that the student is up to date in his or her major field of study;

iv. The request has the support of the department chair and the student's major professor or chair of the appropriate departmental committee.

5. Request for Extension of Time Procedures

a. No later than one year prior to reaching the time limit for receiving the degree, the student should consult with their faculty advisor and program director to develop an action plan for how to complete the remaining requirements in their degree plan. If they desire an extension after the discussion, the student should make a request by writing to the Department Chair.

b. Requests for extension of time to complete master's and doctoral degrees are accomplished by completing a copy of the Request for Time Extension (Master's or Doctoral). Please contact the Graduate Coordinator for this paperwork.

Instructions for the Request for Time Extension are repeated below:

1. Complete a copy of the Request for Time Extension (Master's or Doctoral).

2. Include a **detailed** timeline determined by you and validated by signature and date of your major professor, containing steps to completion of the degree within the requested time extension (see Page 3-4 of this form).

3. Obtain signatures on the application for extension from:

i. the Major Professor

ii. the Program Director

iii. the Department Chair

iv. the College Dean

v. the Graduate Dean signs after final review.

4. The following writings/letters should be included in the extension request:

i. Writings from the student who is requesting time extension providing detailed justifications and specifying the requested terms/conditions of extension request.

ii. A letter from the major professor that clearly states what additional coursework is needed; if none is needed, explain how the student is current in coursework; spell out the terms/conditions of the extension

request.

iii. Statements from the program director that may provide additional information and indicate supports for this request.

iv. Writings from the department chair that endorse the request and may provide additional information.

5. Attach a copy of the student's form entitled "The Graduate School Graduate Admission Evaluation Form."

6. Include transcripts of all work toward this degree. (Unofficial copies are fine.)

7. Include current degree plan with grades.

8. Include resume showing ID, place of employment, position and title, work/professional experience, etc.

c. Upon considering the request, the College's Committee reviews and make a recommendation to the Graduate School, which may include the extension be granted, denied, or some of the following actions, such as requiring additional courses to replace those that are out-of-date, requiring the student re-take the comprehensive examination, or stipulating other appropriate measures to ensure the student is current in the field.

K. GRADUATION

To facilitate completion of details needing attention to meet all UNT and Department requirements for graduation, students must attend to the following:

1. Students must apply for graduation with the Toulouse Graduate School prior to the Graduate School's published deadline.

2. Check degree plan for accuracy. Students must be sure all required courses have been completed and done in the time frame/limit allowed by the Graduate School. Any deficiencies must be removed and a Change in Degree Plan form must be completed and filed before the appropriate deadline for applying for graduation.

3. Students are responsible for checking to be sure all incompletes ("I" grades) are removed by Graduate School deadlines for graduation. Grades of Incomplete will change to an "F" after one calendar year has passed.

4. Students are responsible for ensuring that an evaluation letter for internship completion is mailed to the program director, so the director can remove the

incompletes ("I" grade) in internship.

5. Students must ensure that the results of their final thesis/dissertation defense or master's oral examination are filed with the graduate school prior to the published deadline for the expected graduation date. This deadline is usually about 2-2 ½ months before commencement. The defense meeting would need to be scheduled at least a few days before the deadline posted by the Graduate School.

6. All keys must be turned in prior to graduation; including keys to the building and the TA/TF cubicles. Do not give a key to another student for any reason. Graduation is blocked if keys are not turned to the Key Control Office. Turn in all keys when you leave for internship. Report any lost keys immediately. You are responsible for the costs of a lost key.

7. Notify Graduate Coordinator (or Program Director) of address changes and employment obtained after graduation. Often information regarding professional issues arises which we need to communicate to our graduates and various alumni reports need to be completed.

X. APPEAL PROCESS

Students may appeal program committee decisions relating to their graduate standing. The process described in this section is to be used to appeal decisions other than those for which a specific procedure has been developed. For example, the course grade appeal process as described in the Graduate Catalog is to be used when a student wishes to contest a grade in a specific course. Also, on occasion there may be reasons to separate a student from their program for other than academic reasons, and in this instance the procedures described in Appendix B of this Manual are to be used.

The first level of appeal is to the program committee itself. If the student is not satisfied with the program committee's response to their appeal, then the student can submit a written appeal to the Department Chair.

If the Chair cannot resolve the matter between the student and the program committee, then the next level of appeal is to a three-person ad hoc departmental committee, formed and coordinated by the department chair. One member will be chosen by the student; another member will be chosen by the program committee. These two members will decide on the third member from the department, who will serve as chair of the ad hoc committee. If the first two members cannot arrive at a mutually agreeable choice for a third member, the chair will select the third member.

The ad hoc committee will require written statements from each participant in the dispute. Judgments are rendered based on these written statements, upon other evidence submitted in support of these statements, and, if deemed necessary by the ad hoc committee, upon an oral hearing. If an oral hearing is necessary, the procedure will be determined by the ad hoc committee. At the end of their deliberations, the committee must make a recommendation to the

program committee. All records in the case will be filed with the Chair of the Department.

Either party to the dispute can make further fairness appeals based on procedural violations or lack of fairness, first to the College and ultimately to the Graduate School.

XI. GRADUATE STUDENT AFFAIRS

A. All psychology graduate students are eligible and encouraged to become members of Graduate Association of Students in Psychology (GASP). Some graduate students will also meet the requirements for Psi Chi, the national honor society.

G. The purpose of GASP is to help graduate students meet their professional, scholastic, and personal needs. GASP is a vehicle for graduate students to present their concerns and input to the department and its graduate programs. It also serves as a point of contact for social interaction between students and faculty.

C. For further information, students are encouraged to contact the current GASP officers.

D. Student rights are protected by procedures for filing grievance as outlined by procedures in the Graduate Catalogue and by the appeal process described in section X of this manual.

Student Advocates. Faculty and those with administrative roles in the department are available to help students address concerns or problems. However, because there may be circumstances where students have concerns or complaints they are reluctant to share with their faculty advisor or others in official administrative roles, the department identifies two faculty members to be Student Advocates, one female and one male. The Student Advocates are available to help you problem-solve and access resources; they will hold your identity and details of your concern in confidence to the extent they are able under UNT policies, the ethical guidelines of our profession, and state and federal law. These individuals are appointed to serve a 3-year term by the Chair, who invites all the graduate students to recommend faculty members for this position through GASP. Those in official administrative roles in the department (Program Directors, Chair, Associate Chairs, Clinic Director) and Assistant Professors are not eligible for the position. The two faculty members, one female and one male, who receive the most votes are considered to have the students' endorsement for appointment as Student Advocate. Student Advocates will be identified in the Faculty Directory.

XII. Academic Integrity

A strong university is built upon the academic integrity of its members. As an intellectual enterprise, it is dependent upon trust, honesty, and the exchange of ideas in a manner that gives full credit and context to the sources of those ideas. UNT's policy on the Student Standards of Academic Integrity is designed to uphold these principles of academic integrity. It protects the rights of all participants in the educational process and validates the legitimacy of degrees

awarded by the university.

The policy covers categories of academic dishonesty such as cheating, plagiarism, forgery, fabrication, facilitating academic dishonesty, and sabotage. It includes descriptions of infractions, penalties and procedures. In the investigation and resolution of all allegations of student academic dishonesty, the university's actions are intended to be corrective, educationally sound, fundamentally fair, and based on reliable evidence. The full policy (18.1.16) is available online at *policy.unt.edu*, where it can be located by searching for either title or number.

XIII. Forms

Some forms that are commonly used by all graduate students are listed below. They can be found on the department SharePoint file which is accessible to all students. Graduate students may also contact Graduate Coordinator for any of these forms.

- Transfer/Course Substitution Request
- Master's Degree Plan
- Doctoral Degree Plan
- Change in Degree Plan

Appendices

Appendix A

Procedure for Proposals and Defenses
Student Theses/Research in Lieu of Thesis/Dissertations

1. Student is cleared by Major Professor to schedule a proposal or final defense. (**Remember: The chair must have a copy of the final dissertation for two weeks before signing defense form. Review copies of theses/6610s are not necessary**.)

2. Student coordinates an agreed-upon date and time for the meeting.

3. Student contacts main office (TH 316) to reserve a room.

4. Student sends a Word file to Psyc-Grad@unt.edu. The 1page file format is:

(Specify) Thesis/Research in Lieu of Thesis *or* Dissertation Proposal *or* Dissertation Defense
Title
Student Name

Date
Time
Location

Put the Abstract in the middle.

Major Professor: Typed Name _____
Committee Members:
Typed Name _____

Typed Name _____

Typed Name _____

Typed Name _____

(the lines after the name of each person are to allow this to function as the signature sheet indicating approval)

5. The Graduate Coordinator print a hard copy for department records and the student's file.

6. The Graduate Coordinator emails the announcement to all graduate students (using their UNT email address) and to faculty.

7. After the proposal or defense, the student gives the Graduate Coordinator the announcement/signature sheet with original signatures to be kept in the student's file. Students should keep a copy for their own records.

Appendix B

Graduate Student Discipline Policy

Faculty and the Chair are charged with ensuring graduate students in psychology uphold the highest academic and professional standards. Students are responsible for knowing, understanding, accepting and following APA's Ethical Principles as well as local policies and procedures imposed by UNT, by the Toulouse Graduate School, by the College of Liberal Arts and Social Sciences, by the Psychology Department, and by the graduate program that accepted the student. UNT's Code of Student Conduct and Discipline is in the Graduate Catalog and on their website. The graduate programs and department also may impose sanctions for conduct covered in these policies. Unfortunately, it is sometimes necessary to discipline a graduate student and, in rare instances, the breach is sufficiently serious to separate the student from the program.

1) Cases of a student's alleged academic or professional misconduct are turned over to the Program Director who gathers information as needed then notifies the student of the complaint by a written memo either on paper or by email. Mutually, they set a time to discuss and attempt to resolve the matter.

2) If, after the discussion, the Program Director believes there may be substance to complaint or believes further investigation is warranted in order to clear the student, she or he will inform the Program Committee and the student. A meeting of program faculty (without graduate student representatives) will be called to address the matter no sooner than two weeks from the date of notification.

3) The student may submit written material to the program faculty no fewer than three days prior to that meeting. This written material should describe the student's perspective on the matter at hand. The Program Director should also provide a written description of the issue to program faculty no fewer than three days prior to the meeting.

4) At the meeting, program faculty will decide how to proceed. For fairly minor problems, they may decide to impose an appropriate sanction. For example, if they believe a student committed a fairly minor act of plagiarism they may require the student to provide a research paper about how to avoid plagiarism. In contrast, if they believe a more serious transgression may have occurred, they will become a fact-finding body. If they become a fact-finding body, the Program Director will leave the meeting and any faculty member who may have personal involvement in the situation will also recuse him/herself.

5) As a fact-finding body, the program faculty will function as do grievance and appeal committees for faculty issues in CLASS and at UNT. They will first (i.e., at this initial meeting) determine the appropriate process to address the matter ensuring due process to the student. If a client or outside

entity is involved, they will also decide their process with considerations of fairness, timeliness and due process for that entity. They will identify a ”fact-finding chair” who will notify the student and relevant other(s) of the process and time line.

6) The fact-finding committee will meet and follow the procedures it sets out. The formal, decision-making meeting must be held so that no longer 25 work days lapse between notification of the process and a final, written decision. As with similar committees for faculty, decisions are made by a simple majority of members present for the committee hearing. At this meeting, the fact-finding committee will also decide whether to inform the graduate school and/or the office of students' rights and responsibilities of the situation and their determination.

7) Through its chair, the fact-finding committee will notify the student and relevant other(s) in writing of its final determination within 25 word days. If this committee finds the student committed misconduct, a description of the sanction to be imposed will be included.

8) Adverse decisions may be appealed through the Department Chair to the Graduate Committee of the department on substantive and/or procedural grounds. The Graduate Committee may decide to uphold the previous decision or conduct a second fact-finding process and either agree with the previous decision or return it to the program committee for reconsideration. This committee, too, will have 25 work days with which to make its determination and notify the student and program in writing.

9) If the Graduate Committee decides to send it back to the program for reconsideration, they will provide a written description of their perspective or with the new information they discovered. At this point, the Program Committee fact finding body will reconvene and reconsider the matter. This will be done within 10 days and a final report will be made to the student and to the Graduate Committee.

10) If the student remains dissatisfied with the decision and sanction, s/he may make an appeal to the Dean of the Toulouse Graduate School. Procedures may be found in the Graduate Catalog, Graduate School website and by contacting the Dean's office directly.

Appendix C

Policy on Graduate Student Grades
Effective June 2009

The Graduate School states:

Graduate students must maintain a B average on all courses that receive graduate credit, whether or not the courses are to be applied toward a graduate degree. Grades of D and F will not apply towards any graduate degree but will be computed in the GPA.

Procedures for the Department of Psychology

1. A graduate student shall be dismissed from the program when they have received three grades less than a B in their coursework.

2. The first time a student receives a C, D, or F, in a course(s) on their degree plan, that course must be repeated within a year of earning the original grade of C or lower, and a grade of B or better obtained to make up the deficit.

The student has responsibility for informing the Program Director of the grade and discussing factors affecting their academic performance. The student and Program Director should develop a plan for the student to make up the deficit and address any academic concerns.

3. When a student has a second grade that is below a B, remediation within the student's program will be necessary.

Remediation Plan: the student is permitted to continue in the program pursuant to successfully completing a specific written plan of remediation prescribed by the program faculty.