

Graduate Student Manual

PSYCHOLOGY DEPARTMENT

Colorado State University

UPDATED: August 2021

DEPARTMENT Philosophy / Introduction

Welcome to the Psychology Department at Colorado State University!

The purpose of this handbook is to assist you in making the transition to graduate training in the Psychology department, to the University, to Fort Collins and to Colorado. The Department of Psychology is located in the College of Natural Sciences along with seven other departments, including Biochemistry and Molecular Biology, Biology, Chemistry, Computer Science, Mathematics, Physics, and Statistics.

The Psychology Department at Colorado State University is home to five graduate programs: Applied Social, Cognitive, Counseling, Industrial/Organizational, and Cognitive Neuroscience. We support approximately 1100 undergraduate psychology majors and approximately 80 graduate students. Information regarding the specialized psychology programs, the department, and a list of the faculty in the Department of Psychology are explained on the department web site located at <http://psychology.colostate.edu/>

The information in this document will not answer all of your questions; however, it will answer many and give you ideas for where to look to find other answers. Within your program, you should have been assigned an advisor, either on a permanent or temporary basis. We will refer to this person as “your advisor” throughout the rest of this document. If you have not been assigned an advisor, you may wish to ask the program chair or another faculty member for assistance.

Philosophy

The Department of Psychology’s mission is to strive for excellence in the teaching of, research in, and the provision of service related to the methodology and core content areas of academic psychology. The teaching mission is accomplished through the teaching of undergraduates, and the education and training of graduate students in the psychology specialty areas of applied social, perceptual and brain sciences, cognitive, counseling psychology, and industrial/organizational psychology.

The department goals include maintaining an atmosphere conducive to personal and departmental development and an emphasis on diversity in its attempts to recruit students and faculty. Faculty are expected to do good teaching, produce good scientific products, and to be responsible and active professionals with respect to service within the University, professional associations, and the local national and world community. The Department rewards faculty for their efforts to fulfill the spirit of this mission.

The undergraduate curriculum covers the primary topic areas of psychology. Teaching methods include classroom presentations, experiential learning, and supervised independent study. The Department provides undergraduates experiences in the areas of psychological research and professional skill development. Department faculty members strive to provide personal support and quality advising to students.

Psychology undergraduates receive a sound, liberal arts education grounded in the natural sciences, including preparation for graduate training in psychology. Graduates will demonstrate historical literacy of psychology in the form of knowledge of major historical figures, theories, events, and systems; written communication skills in the form of clear outline, logical composition, good grammar, and accurate punctuation; and abilities to analyze, synthesize, and evaluate material in written reports related to psychology topics.

ORIENTATION

Registering for Classes

You may register for fall classes anytime throughout the summer, but be sure to register for classes before the first day of class. Registration for spring classes opens near the middle of the fall semester. There is a substantial late registration fee for students registering on or after the first day of class.

Registration is completed on the Internet. Information about how to register can be obtained through the registrar's office at <https://registrar.colostate.edu/registration/how-do-i-register-for-courses/> or from the Psychology Department Main Office, located in the Behavioral Sciences Building room 201.

You will want to talk to your advisor about registering for the appropriate courses. The following dates will help you plan ahead for your first semester.

Approximate Date (changes slightly from year to year)	Activity
April 30	Registration opens for new students. Changes in your schedule can easily be made at a later time, so do not feel that your schedule is locked in stone if you register now.
August 10	Arrive in Fort Collins prior to this date in order to meet legal requirements for becoming a Colorado resident the following year. Some residency information appears in this handbook, however, additional and up to date information should be obtained from the Registrar's office.
August 16	Around this date (it varies depending on the calendar), the Graduate Teaching Assistant (GTA) workshop is given. You will be asked to attend this workshop, therefore plan ahead to spend 2-3 days in the workshop at CSU.
August 19	Preregistration closes. A late registration fee of \$50 is assessed to students not registered by this date.
August 20	Classes begin. This date also varies depending on the calendar. For example, in 2013, this date is Monday the 26 th .

Establishing Residency

Establishing residency will be among your major concerns when first arriving in Colorado, unless you were a Colorado resident at the time that you applied to CSU. By obtaining residency, you will drastically reduce your tuition costs by changing your classification from an out-of-state student to an in-state student. Graduate assistantships will only pay for out-of-state tuition your first year; after that, they will only pay in-state costs. Therefore, if you do not obtain residency after the first year, be prepared to spend a substantial amount of money on tuition. If you have a full assistantship (20 hours

per week), all of your tuition will be paid for by the university. If you have a half-assistantship (10 hours per week), half of your tuition will be covered.

Residency is obtained through a petitioning process with the university. The final deadline for submitting your petition is about three weeks before the semester in which you wish to obtain residency; however, Student Financial Services (SFS) recommends filing your petition three to four months early in order to have a decision by the time classes begin (double check dates and policies with the Student Financial Services office <https://financialaid.colostate.edu>). Submitting a petition will require a significant amount of time. Please allow ample time for the completion of the petition.

Failure to submit your petition by the deadline may result in the rejection of your petition.

Residency is not determined by the department; it is determined by the university.

SFS requires that you attend a residency workshop prior to submitting a petition. Information regarding these workshops can be found at the SFS website.

In-state residency is granted after you have proven a “Colorado domicile” of one year, prior to the semester in which you are petitioning. A “domicile” is the legal term used to describe the place where a person has chosen to make a fixed and permanent home. Several factors must be met in order to establish a “Colorado domicile.” Simply living in Colorado for a year is not sufficient. Establishing a “domicile” requires physical presence and intent. Evidence of intent is established by the severance of ties with your former state of residence. The criteria necessary to obtain in-state tuition classification are governed by state law, not by CSU. If these conditions are not met, the CSU residency committee can deny in-state classification. The following steps will help you establish residency.

- Arrive in Fort Collins at least one week prior to the start of classes in order to become a Colorado resident by the following fall semester.
- Contact the Office of Student Data Systems, immediately, with your latest address. Address change forms can also be found at the information desk at the student center and at the Registrar’s Office. Also keep the psychology department office informed of any address changes.
- Change the following documents at least 365 days before classes begin next year to get in-state classification for your second year. Changing these documents could take anywhere from several days to a week. Be certain to have the date of issuance on all documents by at least one year before the semester for which you are seeking residency.
 - Colorado Driver’s License. You do not need to take a driving test if you have a valid driver’s license from another state. The licensing bureau is located at 1121 West Prospect.
 - If applicable, register to vote in the county in which you reside. In Fort Collins (Larimer County) you can register to vote when you get your driver’s license. You can also register at the County Offices, 200 West Oak Street. Non US citizens cannot vote.
 - Register your car or motorcycle in Colorado. This is a major requirement and can be accomplished at the County Offices, 200 West Oak Street. Note: Your car must pass an emissions test, which is available at most gas or lube stations for a small to moderate fee. You must have a driver’s license to register your car.
- Reside in Colorado for at least one year. Your apartment lease will suffice as proof of residency, so be sure to get a copy or at least some official looking document or agreement between you and your landlord.

- Save rent receipts or some proof that you are living in, or have lived in Colorado for at least one year. Save utility receipts, as well, to indicate proof of living in the apartment or house, not just that you are renting the house without actually living there.
- Establish a bank account in the city in which you are living.
- If you arrive in Colorado during the summer, get a job. This is helpful because you will be paying Colorado income tax, though it is not as important as other conditions.
- File a Colorado Income Tax Return for the portion of the year spent in the state.

Further information regarding tuition classification and petitioning for residency can be found at the Student Financial Services website (<http://catalog.colostate.edu/general-catalog/financial/residency/>) or by calling the Tuition Classification Office.

Parking

You will need to purchase a parking permit if you wish to park your car in the university parking lots on campus. Commuter students will need to purchase a Z-lot permit. Permits can be purchased at Parking Services, Lake Street Garage. Permits for a one-year period will allow you to park in any lot designated as a Z-lot. As a graduate instructor, you may be able to purchase a “restricted A-lot” parking permit for an additional cost. This permit will allow you to park in limited faculty lots on campus. Check with Parking Services and the main psychology department office.

Parking permits can be purchased online at the parking services website (<http://parking.colostate.edu/Default.aspx>), and be either mailed to you personally or picked up at:
CSU Parking Services Lake Street Garage
6012 Campus Delivery
Fort Collins, CO 80523-6012

Bicycling provides a cheap, convenient way to get to campus. Numerous bike racks are located around campus. All bikes must be registered with the University Police Department. Be sure to familiarize yourself with the regulations for bicycling on campus (e.g., you must have lights on your bike for night or evening biking, you must stop at all stop signs, and you may not bike under the influence of alcohol or other intoxicants).

Public Transportation

Transfort is Fort Collins’ bus service. Bus passes have historically been free to all full-time students, but you should check to make sure that this is still the case. The service has stops near several student living areas and drops students off in the center of campus at the new bus stop located at the student center. Information about fares and routes is available at <http://fcgov.com/transfort/>

Computers

Among the first things you should do as a student at CSU is sign up for an electronic identity (eID). The eID is required for all electronic services at CSU.

All students are required to have registered an eID and a valid e-mail when registering for classes. You may sign up for your eID online (<http://eid.colostate.edu>). You will need your Colorado State University ID number.

The Psychology Department has many computer resources available for graduate student use. You will be giving a login specific to the department, and available resources can be viewed here: <https://psychology.colostate.edu/faculty-resources/>

Yahoo magazine recently named Colorado State University as the “most wired” university in the state of Colorado and among the leaders nationwide. Rankings were based on infrastructure, student resources, Web portals, distance learning, tech support and wireless access. Take advantage of CSU’s resources in this area! A great place to start is the home page of Academic Computing and Networking Services (<https://www.acns.colostate.edu/>). Find out about the many systems available to CSU students, as well as software, support, eIDs, computer labs, and much more.

Office, Keys, Mailbox

Upon your arrival at CSU, you will be assigned an office. Check with your advisor or with the administrative assistants in the psychology offices for these assignments. Keys for the offices must be ordered, and this too may be arranged with the administrative assistants in the psychology office. You should also check with your academic advisor as to whether you should order keys for any laboratories, and with your GTA supervisor as to whether you should order keys for any classrooms. It usually takes a week or more for the keys to arrive. You will also have a mailbox assigned to you in the mailroom across the hall from the psychology office. The graduate students’ mailboxes are on the right, in alphabetical order, as you enter the room. Faculty mailboxes are on the left.

PSYCHOLOGY DEPARTMENT MAIN OFFICE

The administrative staff in the main office, BSB201, are:

Ginger Lacy-Gill	Ginger.Lacy-Gill@colostate.edu	491-6363
Julie Moore	Julie.Moore@colostate.edu	491-3799
Terri Ratzlaff	Terri.Ratzlaff@ColoState.edu	491-6762
Erin Whipple	Erin.Whipple@colostate.edu	

The main duties of each staff member are:

Ginger: HR/Payroll/Grad Forms

Julie: Key Requests/Exam Copies/Textbook Coordination/Room Scheduling

TBD: Travel/Semester Course Schedules/Room Scheduling/Exam Copies

Terri: Financial Coordinator/Tuition

Erin: Grants

Copies

There is a copier in the main office to use for university related business (i.e., teaching). This copier can be used when copying less than 30 pages and only for teaching related materials. Any job more than 30 pages must be done by office staff on a different copy machine. There is a copy basket in the main office with copy slips to fill out for directions on the copies. Please give the office staff at least 24 hours for a regular copy job to be completed. For exams, give the office staff 48 hours to complete the copy jobs. Scantron sheets will be provided for exams if you so indicate on the copy slip. You can e- mail items that need to be copied to psyprintservice@lists.colostate.edu. Please indicate in the message the instructions for the copies (i.e. number of copies, double sided, stapled). Copyright laws prevent copying more than 10% of a book. There are two printers available for your use. Instructions are located at this website: <https://psychology.colostate.edu/faculty-resources/>

Mail

There is an outbox for campus mail and US mail in the mailroom. The mail goes out at 11:30 am and then mail is distributed to mailboxes sometime between 3:00 and 3:15 pm. You can include your personal stamped mail in with the university mail, if you would like.

Faxing

The fax number to the machine in the main office is 970-491-1032. The number to the machine in the Psychological Services Center located in Sage Hall is 970-491-3380.

Office Supplies

If you are doing work related to your appointment as a GTA or GRA, the psychology department will give you the supplies you need to do this work.

INSTITUTIONAL REVIEW BOARD

One of the things you will need to deal with in graduate school is obtaining clearance for your research from the Institutional Review Board (IRB). All the information you will need to do this is located at this following webpage:

<http://ricro.colostate.edu/IRB/IRB.htm>

The portal for the online application submission system is here:

<https://csu.keyusa.net/>

All students **MUST** obtain IRB approval to conduct research. They are considered CO-Principal Investigators and their advisors are PI's or Principal Investigators. A PI must be on every IRB application.

TIMELY PROGRESS

Recognizing that goals and timetables can serve to focus our attention on work to be accomplished, each program has established a timetable of expected progress through the Doctoral Program. On average we expect a 5 year to degree completion experience. See your specific program director or coordinator for the guidelines for your program.

GRADUATE STUDENT EVALUATION

The evaluation of graduate students has as its purpose the identification and development of candidates for careers as Psychologists. Evaluation is necessary for several reasons:

- It is the responsibility of the faculty to maintain a graduate program of national quality. In part, we are employed by the State of Colorado for this purpose.
- We are also responsible to our professional colleagues to graduate qualified people into Psychology.
- The faculty's appraisals provide important feedback for graduate students. Identification of professional strengths and weaknesses allows you to define and develop future graduate experiences.

Programs in the Department of Psychology are to use a set of requirements in completing their annual graduate student evaluations. It is acknowledged that the cultures and training models of the programs within the department vary considerably. Therefore, the process by which each program conducts evaluations can differ within the framework provided below.

1. Among 1st year graduate students, evaluations are to be conducted at the end of each of the first two academic semesters. Evaluations for continuing students are to be conducted at the end of each academic year.
2. Evaluations should address at a minimum, four performance categories: Research, Teaching, Academic Performance, and Professional Issues. The criteria for progress for each category should be defined by each program. In addition, each of these categories can be expanded depending upon the training goals of individual programs.
3. Input for evaluations should be based on multiple sources of information, which could include the student's current advisor, instructors, other program faculty, and peers.
4. Graduate student evaluations are required to be completed in written format. The type of written format can vary by program. Such formats may include, but are not limited to a formal letter, or a rating scale of performance within each category. However, each student in a program must be rated using the same criteria and receive a written evaluation, ensuring consistency of evaluation across students within a program.
5. Graduate student evaluations should identify performance issues and provide timeframes and recommended strategies for change. This not only helps the student, but also protects the department should disciplinary action need to be taken.
6. All evaluations are to be discussed within a program, and the feedback is to be given to the student in writing from the advisor through the program coordinator.
7. Feedback should also contain a goal-setting section, where goals are provided to students. Ideally, these goals are to be developed as a collaborative effort between students and their

advisors, and possibly altered to accommodate input from the program faculty. It is possible, however that the advisor and program faculty develop the goals independent of the student's input.

8. Advisors are to review and discuss the evaluations and goals with each of their students individually.
9. Evaluations should be signed by the graduate students after being reviewed with the advisor and a copy of the signed form is placed into the student's folder. This again is for the student's protection and that of the department.
10. A written copy of each graduate students' signed performance evaluation is to be placed in their file in the main office prior to the end of the first month of the semester that follows the period evaluated. These files will be checked by main office administrative staff, and program coordinators will be held accountable by the GCC if the evaluations from their programs are not on file.

Graduate students in the Psychology Department must maintain a cumulative B average in all graduate courses.

In the event of inadequate progress or serious violation of expected standards (e.g., a breach of research or practice ethics, unprofessional conduct, creating an unpleasant work environment for others) the program faculty may take disciplinary action, including (but not limited to) removal from an assignment, revocation of funding, and/or dismissal from the program. The student may appeal any such action to the Executive Committee and, to the extent allowed by the Graduate school, to the Graduate School.

- If you are a GTA you will be evaluated each semester, and this will be documented in the Grad Admin tool. The teaching supervision code is posted and there is a button for the Grad Admin Tool on <https://psychology.colostate.edu/faculty-resources/>

First Year

From the viewpoint of both faculty and students, the first year is extremely critical. The program faculty members want to know the potential of each student for work as a Psychologist in your respective program.

There is a formal evaluation and feedback process that takes place during the first year. Feedback is scheduled formally twice during the first year: at the end of the first semester or beginning of the second semester, and end of the second semester. The members of the faculty gather to provide feedback on impressions of your strengths and weaknesses at these meetings, and to evaluate your performance across four minimum categories: Research, Teaching, Academic Performance, and Professional Issues. The criteria for progress for each category are defined by each program and some programs also expand on these categories. Students are to become familiar with the specific criteria of their programs. Students are to receive a copy of this evaluation within the first month of the semester following the evaluation. Generally, the advisor conducts a feedback session with you after the faculty meets, and the program coordinator/director ensures that this feedback is copied into your personnel file kept in the main office and posted on the grad admin tool.

The Graduate College requires that graduate students maintain an overall GPA of 3.0. Poor course performance can be grounds for dismissal from your program. Most students get excellent grades, however, and course excellence is certainly the expectation.

The members of the program faculty also evaluate performance on assistantships (research and teaching). Performance on assistantships is considered indicative of professional competence. A faculty member or a teaching fellow from the department supervises you. You are expected to keep the supervisor informed on how time is being spent, areas of needed supervision, and how you are functioning in general. You should consider your assistantship as similar to any employment situation. The supervisor is responsible for evaluating your performance in a number of areas. You must be prompt, responsible, and thorough on all tasks. Your competence is also evaluated in terms of professional demeanor in the assistantships (such as willingness to seek out responsibilities and work assignments). The retention of the assistantship is contingent upon satisfactory execution of work assignments.

You will also be required to meet with the graduate programming coordinator for a one-time meeting during your first year.

Thesis/Dissertation Process

Signatures

There are two parts to a thesis or dissertation defense. One is the oral exam and the other is the manuscript exam. After the oral exam of a Master's thesis or Dissertation, committee members are expected to sign a GS-24 form (always check with the graduate school on the exact form since it may vary without notification to departments) indicating whether they vote to pass or fail the student on the oral exam. This document must be returned to the graduate school within 24 hours of the exam, and there is no option to withhold a signature. Committee members understand when they sign onto a student's committee that one of their responsibilities is to sign off on the oral defense. If a committee member feels that he/she will not be able to sign during a defense meeting, the committee member must bring it up to the thesis/dissertation chair such that the defense can either be postponed or issues resolved before the defense meeting (so that all committee members sign the GS-24). This is a graduate school requirement. The student is either passed or failed by each committee member on the oral exam. Signature on the GS-24 is final and not retractable. In cases where a student's dissertation or master's thesis committee are split on whether to pass a student's oral defense, the majority rule determines the outcome. A majority rule means that more people vote to pass than vote to fail (note that is not a 2/3 majority); therefore, in an even split (i.e., the same number vote to pass as vote to fail) the majority rule is not met and the student fails the oral exam.

The second part of a thesis/dissertation is the GS30 signoff. Committee members sign the signature page of the GS30 if they are happy with the document and pass the student on this part of the defense. If a committee member is not pleased with the document as it is and wants changes, the committee member should not sign the GS30 until the appropriate changes have been made. Therefore, committee members can withhold their signature until desired changes are made. In the case where a committee member withholds a signature to pass a student on the manuscript and chooses not to sign regardless of what changes are made to the document, but the majority of the committee passes the student on the manuscript, this is considered a pass. However, the thesis/dissertation chair must write a petition to the Vice Provost for Graduate Affairs describing the reasons for this particular circumstance (a member withholding a signature), why the committee member is refusing to sign, and attach a copy of the signature page indicating who has signed the document.

A student can pass the orals and not the document, or vice-versa, pass the document but not the orals. Please consult the graduate school if more details are necessary.

Programs have different qualifying exam or comprehensive exam requirements leading up to the dissertation. See program handbooks for specifics. In general, students must successfully pass their exams in order to proceed to dissertation. Inability to pass these requirements can result in termination/dismissal from the graduate training program and the psychology department. Likewise, some programs may require internships (e.g., counseling) for which students must successfully pass requirements and evaluation. See specific handbooks for details. Again, students failing to pass criteria and resolve deficits may be recommended for dismissal from the graduate program.

Ethical and Professional Behavior

From the point of entry into the program, students are expected to conduct themselves in an ethical, professionally responsible manner. In the course of development, students can be expected to make errors in judgment. As these come to light, faculty involved will discuss the issues involved with the students and work with them to teach professional principles and behaviors designed to prevent reoccurrence of the error. If such faculty/student interactions fail to correct such errors, if the student is convicted of a felony, or if there is evidence of serious professional misconduct or a series of less serious incidents suggesting that the student is not functioning as an ethical or professionally responsible psychologist, the student may be terminated/dismissed from the program and department. A 2/3 vote by program faculty is necessary to dismiss a student. If the student is not dismissed, the faculty must specify the contingencies for retention including the behavioral changes necessary, the criteria and processes to be used in evaluating progress, and the dates by which change must be evidenced. The student's advisor and/or co-advisor will be responsible for monitoring the retention program and bringing information back to the faculty within the guidelines and time lines established. Failure to satisfactorily complete the remediation program will result in termination/dismissal from the program and department.

Termination or Dismissal

You can be terminated or dismissed from the psychology department for one of several different reasons including those mentioned here. Though it is not possible to foresee every situation in which students may cause question of their stay in graduate training in the psychology department, the most obvious situations that may result in termination are described below:

1. Failure to maintain appropriate grade average and failure to meet requirements established within the remedial program for meeting minimum grade average
2. Failure to pass comprehensive or qualifying exams established by your training program and failure to pass remedial steps established to pass comprehensive or qualifying exams.
3. Unethical or unprofessional behavior that is uncorrected by a remedial program and/or results in a conviction of a felony, serious professional misconduct charge, or a series of less serious incidents that indicate inability to function as an ethical or professionally responsible psychologist
4. Failure to fulfill requirements of employment contract with the department – such as assistantships or grant funded positions
5. Failure to meet expectations of graduate training program on criteria towards degree completion.
6. Abuse, theft, lying on official documents or in official positions, or mistreatment of department property.

7. Abuse, threatening, harassment, or otherwise grossly inappropriate behavior towards others with the department such as students, faculty, staff, or guests, which cannot be explained or excused by mental disorder or disability, and which cannot be resolved through mediation or remedial actions to remedy the violation or threat.

Appeal Process

A student may appeal decisions regarding their status in their program to the program faculty and department. The student must make the request for review in writing to the Program Director/Coordinator/Director of Training (PD). Working with the student, the advisor or co-advisor, and/or representatives(s), the PD will schedule and structure the review meeting. Typically, the PD will chair the review meeting. If the PD is unable to do so, another faculty member will be elected by the program faculty to chair the meeting. If necessary or appropriate to maintain objectivity and fairness, the program may include a representative member of another program in the Psychology department on the review panel or as chair of the review meeting. The level of inclusion may depend on the nature of the appeal and the members involved. Prior to the meeting, if the student chooses to have legal representation, he/she must notify in writing the PD of this desire. The PD shall consult with University Legal Counsel on the allowable role of the student's attorney in the review process, including the review meeting. Prior to the meeting, the student, any representatives, and the faculty will be informed, in writing, of the meeting format and procedures. At the meeting, the student individually, through their advisor or co-advisor, and/or through a representative selected by the student may provide additional or new information in written and/or verbal form. Following presentation of additional information, faculty may ask questions of the student, the advisor or co-advisor, representatives, and/or other involved individuals. After the presentations and questions, individuals other than faculty will be excused from the meeting. The faculty will then discuss and vote on the appeal. A 2/3 vote is necessary to reverse an initial decision. The outcome of the appeal meeting will be summarized, in writing, within one week after the appeal meeting. If the student wishes to appeal the decision further, then he/she can follow the procedure as outlined in Section XI of the Departmental code.

Student appeal of academic and disciplinary decisions following Section XI of the Department code which reads as follows:

STUDENT APPEALS OF ACADEMIC AND DISCIPLINARY DECISIONS

Appeals of grading decisions and violations of academic integrity policy will follow the procedures set forth in the *Faculty Manual*. Consistent with the *Faculty Manual*, the appeals committee for grading decisions will consist of two faculty members and two students from within the Department and one outside faculty member who shall serve as the voting chair. In the case of an undergraduate appeal, the two faculty from within the Department will be members of the Department's Undergraduate Committee and that committee will also appoint the two undergraduate members and decide on a voting chair from outside the Department. In the case of a graduate student appeal, the two faculty from within the Department will be members of the Department's Graduate Committee and that committee will also appoint the two graduate student members and decide on a voting chair from outside the Department. If there are issues of availability or conflict of interest, the Department Chair may appoint the members of the appeals committee.

OTHER COMPONENTS

Continuous Registration

Students are required to be enrolled continuously for the Fall and Spring throughout degree programs. Students do not need to be registered for the Summer session unless they plan to graduate during the summer. Under these circumstances, students may require continuous registration. For information on continuous registration, contact the Graduate School (<http://graduateschool.colostate.edu/>). Policies change frequently so you may need to check back each year to keep updated.

Credit Hours per Semester

Full time for graduate students is 9 credit hours per semester. It is important that you meet the requirements of your program by taking the courses required and registering for the thesis/dissertation credits required, however you may not always have to be registered for full time credits in order to accomplish this. Students must be enrolled in at least one credit in order to be eligible for a GTA or GRA position. This does not mean that you are required to be registered for a full load of credits. The department prefers that students only register for credits for which they actually need to be registered. Keep in mind, however that there are a minimum number of credit hours per semester necessary for those receiving Federal student loans and State and Federal work-study through the Financial Aid office. Check CSU's annual Financial Aid Guide to make sure of the number of credits you need to take for the type of assistance you will be, or wish to be, receiving.

Tuition

Tuition charges for graduate students vary from year to year, and there is considerable differential between tuition charges to Colorado residents and nonresidents. Students with departmental or grant funding typically have their tuition covered by the funding source. Domestic students who are not Colorado residents are obligated to follow guidelines for obtaining in-state residency status by the beginning of their 3rd semester in residence. Failure to do so will result in the student paying the considerable differential between in- and out-of-state tuition themselves in their second year and beyond. International students can never obtain in-state residency in Colorado and must therefore, be prepared to pay the differential between in- and out-of-state tuition themselves in their second year and beyond.

For PhD students:

The department will pay your tuition in most circumstances. Please note that tuition credit on your student account generally hit by the end of the months of September (fall tuition) and April (spring tuition). The department does not pay summer tuition. If you do not see a credit for tuition on your account at the end of those months, please contact Terri Ratzlaff – terri.ratzlaff@colostate.edu or 970-491-6762, room 212.

The department will not pay tuition after the add/drop deadline has passed; any tuition charged after this date will be the responsibility of the student.

FEES: The department does not pay fees for GTA's or GSA's. Some GRA positions have allotted fees in the grant budget. Please check with your supervisor for more information.

Funding/Assistantships

If you receive funding from the department you are considered an employee of the department and of the university. As an employee of the department you are expected to work a minimum of 10 or 20 hours per week (depending on whether you receive half- or full-time assistantship) throughout the year, including academic breaks (such as Fall and Spring Break, and Winter and Summer Recess, etc.). Funding from the department and/or working on a faculty member's grant is not automatic in the department of psychology. Continued employment requires satisfactory evaluations, timely program progress, and meeting other criteria established by the funding source and your training program. The *Graduate and Professional Bulletin* requires that all university graduate students receiving funding in the form of a graduate assistantship must meet the requirements for graduation and maintain good academic standing to receive funding. This includes maintaining a cumulative GPA of 3.0 in all regular course work (see the *Bulletin* for specifics). See specific program handbooks and your advisor for further details.

Internal Transfers

Graduate students already accepted in a particular department at CSU or a particular program within the Department of Psychology wishing to gain acceptance into a different program are required to follow the standard application procedure **with the exception** of the following:

- The standard application fee.
- University Graduate Application and Supplemental Form.
- Transcripts for all attended institutions.
- Verbal and Quantitative GRE scores.

Additionally, the new application will need to contain at least one letter of recommendation from a member of the exiting program.

Grading

Students must earn at least a “B” in required courses for the course to count toward degree requirements. Your individual program will specify what grade is typically expected of students. If you need to retake a course for degree fulfillment, it is best to check with the graduate school for the official policy. In rare instances you may wish to contest a grade you received in a course. For more information on contesting a grade, consult your individual program manual.

Requirements of Masters and Dissertations

Each program within the psychology department has its own requirements for completion of the masters and/or dissertation degrees. Please see individual program handbooks, as well as the graduate school website, for specific details.

Course Waivers

New students who have completed graduate level work at other universities often desire to count this work towards CSU graduate requirements. The graduate curriculum committee oversees the waiver process for the Psychology core courses (PSY 600A-K).

If you wish to petition for a waiver, please submit the following documentation to your advisor & your program coordinator - once they approve you need to forward this information and documentation of their approval to the graduate program coordinator (sara.tompkins@colostate.edu) and the graduate curriculum committee by Monday of the second week of classes.

1. Memo requesting the waiver, including the following information
 - a) Your full name
 - b) Your graduate training program and current advisor
 - c) CSU core course you are requesting to waive.
 - d) The course or courses you took at the other university relevant to the waiver. Be sure to include the course title and number, course level (undergraduate, graduate), course format (e.g., lecture, lecture and discussion), and grade you received.
 - e) A brief statement of how the other university course fulfills the learning objectives of the CSU core course.

A copy of the syllabus or syllabi from the course(s) taken at the other university. Be sure that the syllabus includes a list of topics covered, assigned text / readings, and means of assessment (e.g., exams, papers).

Statistics (PY652 and PY653), research methods (PY655), and other graduate program courses (e.g., PY643 Industrial / Organizational Psychology 1; PY670 Psychological Measurement – Personality) are waived via the requirements set by the faculty who teach those courses, and interested students should follow instructions provided by them.

Here are the general steps for waiving a non-core course:

1. Reach out to the instructor of the class you wish to waive and provide the following memo/email:

- a. Memo requesting the waiver, including the following information
 - Your full name
 - Your graduate training program and current advisor
 - The course or courses you took at the other university relevant to the waiver. Be sure to include the course title and number, course level (undergraduate, graduate), course format (e.g., lecture, lecture and discussion), and grade you received.
 - A brief statement of how the other university course fulfills the learning objectives of the CSU core course.
 - A copy of the syllabus or syllabi from the course(s) taken at the other university. Be sure that the syllabus includes a list of topics covered, assigned text / readings, and means of assessment (e.g., exams, papers).

2.If the instructor approves the course waiving forward that email/documentation to the graduate program coordinator (sara.tompkins@colostate.edu)

3.The graduate curriculum committee will review and if approved documentation will be placed in your permanent file.

Please note the following general requirements for the course taken at another university to be used to waive a CSU core course.

1. The course must have been at the graduate level.
2. The course should have met the learning objectives of the CSU core course you wish waived.
3. You may petition for a waiver on the basis of more than one graduate level course taken at another university. For example, you might petition for a waiver from the Lifespan Developmental core and give as evidence graduate level courses in Lifespan Cognitive Development and Social Development, which together fulfill the learning objectives of the lifespan core course.

CSU POLICY: GRADUATE STUDENT PARENTAL LEAVE

CSU is committed to promoting its Graduate Assistants' ability to maintain a positive work-life balance by providing Parental Leave when enrolled in a Master's or Ph.D. program.

Please see the official CSU policy on parental leave as it applies to Graduate Students.

<http://policylibrary.colostate.edu/policy.aspx?id=743>

GRADUATE SCHOOL FORMS

The Graduate School requires that students submit various forms throughout their course of study. Navigating the formal procedures and forms can be somewhat challenging. However, it is important that you keep on top of this process, because it can keep you from graduating. Luckily, all Graduate School forms and deadline dates are available from the Graduate School Office or website:

<http://graduateschool.colostate.edu>. Each form is largely self-explanatory or has instructions.

Furthermore, consult the graduate school web site for due dates for graduation each semester. In order to officially graduate within a specific semester, forms are typically due at least 1-2 months before the end of that semester. This is ultimately your responsibility, however, please seek assistance from both your advisor and the Graduate Program Coordinator and see the **GS GPS form** created for your reference- all forms and workshop information is located at <https://psychology.colostate.edu/faculty-resources/> **It is your responsibility to access these materials/attend any workshops held by the graduate program coordinator and be aware of all deadlines.**

Program of Study (GS6)

One requirement of the Graduate School that facilitates student planning for course completion is paperwork that documents the student's intended course of study for the M.S. and the Ph.D. Required courses for the M.S. are listed on the student's GS-6 form along with any transfer credits that will be applied to the Master's degree. Required courses for the Ph.D. are listed on a new GS-6 form completed after the student completes the Master's degree and his or her committee has indicated that the student can advance to the doctoral program. The new GS-6 replaces the old GS-6 as the guideline or checklist of courses to be completed for graduation after the student has attained the Masters Degree. The faculty recommends that you do not put elective courses on the GS-6 form since you are obligated to take the courses you list on the form. However, you should note that you are able (and in fact encouraged) to take courses that are not on the GS-6 form. While the GS-6 is pretty standard in regard to the classes required for graduation, it is important as it serves as a contract between the student and the Graduate School on what courses will be taken to pursue the current degree (M.S. or Ph.D.) See GRADUATE SCHOOL FORMS at <http://graduateschool.colostate.edu/policies-and-procedures/forms/> for more information. A workshop will be held each Fall by the graduate program coordinator.

GS16 form: One form that has traditionally caused trouble for Psychology students is the GS16 form, Report of Preliminary Examination. In the Psychology department, the Preliminary Examination is the same as the Master's Final Examination. Therefore, each student should have their committee complete the GS16 form at the MS defense, along with the Master's Report of Final Examination (GS24), and submit both forms to the Graduate School. **Failure to submit the GS16 in a timely manner may delay graduation.**

GRIEVANCE POLICIES

The Department of Psychology follows the grievance policies instituted by Colorado State University and the graduate school. These policies can be assessed by assessing the following link: <http://www.hrs.colostate.edu/employee-relations/sc-grievance-procedure.html#grievances>

SUMMER SESSION STIPEND AND TUITION

The Department of Psychology will not guarantee summer session graduate stipends for students. Generally, few summer courses are taught that require GTA assignments, limiting the opportunities for GTA pay. Likewise, the Department will not pay tuition in summer session months.

A small number of students receive pay during the summer months from GTA assignments. Usually these involve teaching a lecture course. The opportunities for these assignments are limited. Students wishing such assignments should express this to the office manager early in the Spring semester. Generally, primary lecture responsibilities are limited to students who have already received their MS degree.

Other students can arrange summer pay via a GRA paid from a research grant. These opportunities are arranged directly with the principal investigator of the grant, usually the student's mentor. You should ask your mentor about such opportunities early in the academic year. Do not assume that you will be paid a research stipend during the summer.

Note: Any tuition charges incurred after the add/drop date each semester are the sole responsibility of the graduate student, regardless of whether they are employed in a GTA/GSA position that normally pays tuition.

GRADUATE RESEARCH FUNDS

In some years, the Department supports funds for graduate student research and professional development. The funds vary in amount, but the limit will be announced at the beginning of the Fall semester each year. You can also check with the main office to inquire about the amount available to you, if any. These funds may be used to support travel to present research findings, to pay research participants, to pay for laboratory expendable supplies, pay for poster printing, etc. Funding is subject to the following limitations:

1. The funding may not be used for non-research-related purposes. If you have a question about the applicability of funds, please ask in the main office.
2. Funding cannot be used by students who are not enrolled full-time in the graduate program within the department.
3. All travel related expenses must follow Department procedures for travel reimbursement.
4. Funds **do not** carry over from one fiscal year to the next. Unspent funds return to the department. The end of the fiscal year is June 30th.
5. Students are limited to 5 years of Department financial support from this fund.
6. If travel expenses to be incurred may be paid from an external grant funding source awarded to CSU, or in conjunction with funding with another Department/Unit on campus, then the Department will cost share the amount at half the rate for non-supported projects (e.g., the maximum from the Department will be half the established rate).
7. All travel policies of the Department and University must be complied with if the funds are used to support travel.

THESIS AND DISSERTATION COMMITTEE COMPOSITION

Masters:

Required 3 members' total required by Department – 4 required by the Graduate School

1 member is the advisor (must be in program)

1 member is a faculty in the Department

1 member is outside of our department

1 additional member (**graduate school needs 4 members; we recommend you follow the below dissertation committee requirements. If you don't have 4 members you will need to add Sara Anne Tompkins (graduate programming coordinator) as your 4th member, in name only to meet graduate school requirements per a MOU**)

Dissertation:

Required 4 members' total

1 member is the advisor (must be tenure-line faculty member with at least 50% appt in program)

1 member is faculty in the Department

1 member is faculty in the Department (different program)

1 member is outside of our department

Per the graduate school: advisors can be: Professor, Associate Professor, or Assistant Professor within the department or program granting the degree/

committee members can be: Professor, Associate Professor, Assistant Professor, Instructor, or Faculty Affiliate

outside committee member can be: Professor, Associate Professor, Assistant Professor, or Instructor with a tenured, tenure-track, contract, continuing, transitional, joint, or emeritus/emmerita transitional, joint, or emeritus/emmerita faculty appointment at CSU. This appointment must be outside the department of the student

XI. GRADUATE STUDENT ADVISORY COMMITTEES

A. Committee Composition

Every graduate student in the Department will have an Advisory Committee that will assist the student in developing her or his course of studies, field experiences, competency tasks, thesis and dissertation projects, and other activities related to degree requirements in Psychology.

Through a process of student/faculty consultation, a faculty member from the student's graduate program may be asked by the student or program coordinator/director to volunteer to serve as Chair of the Advisory Committee. Consistent with the Graduate School, it is the student's responsibility to obtain a faculty member willing to serve as Chair for his/her thesis or dissertation. The designated Chair will confer with the student to determine the most appropriate composition of the Advisory Committee. At the Masters level, the Advisory Committee will consist of at least three faculty members, two from the Department (one of which will be designated Chair) and one from outside the department. At the Doctoral level, the Advisory Committee will consist of at least four faculty members, including the (a) Advisory Committee Chair (a tenure-line faculty member with at least 50% appointment from the Department of Psychology and affiliated with the student's doctoral training

program) and two additional faculty members from the Department (one from a graduate training program different from that of the student), and one faculty member from outside of the Department. At both the Masters and Doctoral levels, students may designate two faculty members to serve as Co-Chairs as long as one of the faculty members is from the same graduate training program as the student and the faculty members agree to this arrangement.

<https://graduateschool.colostate.edu/policies-and-procedures/advisor-committee/>

PROFESSIONAL INTERACTION WITH UNDERGRADUATE STUDENTS

Graduate students typically interact with undergraduate students professionally in two contexts: 1) as an instructor/TA in a lecture or lab, or 2) as a supervisor for undergraduate research assistants in their mentor's laboratory. Graduate students are expected to conduct themselves in a professional manner with undergraduate students at all times. The Department takes the power differential between graduate and undergraduate students seriously.

Here is CSU's official policy on personal relationships:

CSU is committed to the principle that its personnel shall carry out their duties in an objective and ethical fashion and in an atmosphere in which conflicts of interest are identified and managed. CSU does not interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of CSU. However, consensual romantic or sexual relationships in which one party retains a direct supervisory or evaluative role over the other party have the potential to interfere with these goals and policies. Therefore, consistent with its commitment to objectivity and ethical behavior, CSU is required to intervene in such circumstances.

A romantic, intimate, or sexual relationship in which one individual is in a position to exercise authority over the other creates conflicts of interest and perceptions of undue advantage or disadvantage. When both parties have consented at the outset to a romantic, intimate, or sexual relationship, this consent does not remove grounds for a charge of conflict of interest, sexual harassment, or violation of applicable parts of CSU's Code of Ethical Behavior, based upon subsequent unwelcome conduct. Pursuant to this policy, faculty members are prohibited from entering into consensual, intimate relationships with students over whom they exercise authority. Refer to the full CSU Policy on **Consensual Relationships** for scope, definitions, applicability, and requirements, along with procedures for reporting any violation of such policy.

Retaliation against persons who report concerns about consensual relationships is also prohibited and constitutes a violation of this policy.

Due to the serious nature of these interactions the Department has the following policy: Romantic and/or sexual relationships between graduate students and undergraduate students enrolled in Department courses are strictly prohibited. Violations of this policy may result in loss of eligibility for GTA and/or GRA funding and tuition payment from the Department of Psychology. Romantic and/or sexual relationships between graduate students and undergraduate students of any major are also discouraged and may be subject to the same consequences outlined above.

If a consensual romantic and/or sexual relationship predates GTA employment, and therefore predates the power differential, and when the undergraduate student is a psychology major or is otherwise likely to encounter the graduate student partner in a psychology course, then the relationship must be disclosed to the Department prior to a GTA assignment to a course. The Department will document the relationship and work with the graduate student to prevent any supervisory and/or evaluative role from occurring. The relationship/interaction must be disclosed (by the graduate student involved) to either the Graduate Programming Coordinator or the Chair of the Department, prior to any romantic and/or sexual interactions. Non-disclosure will result **in loss of eligibility for GTA and/or GRA funding and accompanying tuition payment from the Department of Psychology**. It may also result in mandatory reporting of the interaction to the Graduate School, Office for Equal Opportunity and/or Title IX for further sanction depending on specific circumstances. All employees, including GTAs and GRAs, are mandatory reporters for OEO/Title IX considerations.

UNDERGRADUATE TEACHING

The Department of Psychology promotes excellence and innovation in its undergraduate curriculum. Graduate students play an integral role in providing this experience. Generally, GTA assignments in the first two years, or prior to earning a Master's degree, are limited to lecture support. In this role, you may support one or more lectures. Duties are varied, but typical assignments consist of attending class, holding office hours and/or study sessions, leading group activities, grading papers and proctoring exams. Occasionally, you may be asked to prepare a lecture if you have prior knowledge of a topic, but this should be limited and mutually agreed upon ahead of the start of the class.

Your supervisor for a lecture assignment is the instructor of record for the course, usually a full-time faculty member in the Department of Psychology. Sometimes, we employ temporary faculty to teach courses that you will be supporting and in those cases, the temporary faculty member is also your supervisor. This role is different from that of your mentor. The supervisor should be considered to be directly responsible for the evaluation and critique of your performance in the GTA assignment, although sometimes mentors will also give feedback. Rarely, graduate students do not perform well in their classroom assignments. In such cases, remedial training may be recommended by the Department as a condition of continued GTA support. Repeat poor performance can affect your eligibility for financial support from the Department.

In general, after earning the MS degree, some students become eligible for teaching undergraduate laboratories or lectures. These opportunities are not guaranteed and depend in large part on the fit between your graduate expertise and the content of the available lecture and/or laboratory. Laboratory assignments typically pay slightly higher than lecture support assignments.

Finally, each year there are a number of openings for senior graduate students to do a concentrated undergraduate teaching experience. These are Teaching Fellows. A typical Teaching Fellow teaches two lectures per semester. Often these two courses are PSY 100, but sometimes one of the courses is something in the expertise area of the student. These are competitive awards that pay higher than normal GTA positions. Teaching Fellow competitions are announced each year. You should consult with your graduate training program and mentor as to the suitability of the Fellowship for your training. It is very difficult to maintain an active research program while serving as a Teaching Fellow, so we exercise caution in selecting students who are performing well and have significant interest in college level teaching.

GRADUATE TEACHING EXPECTATIONS

The department has created a GTA agreement that each student must sign prior to the start of the semester if employed as a GTA. Please make sure you have reviewed and understand the expectations associated with this position. We have also created a GTA probation document that outlines steps that will be taken if students don't meet the GTA agreement. All teaching will be supervised, and performance will be documented on the grad admin tool.

PROFESSIONAL INTERACTION IF CHANGE OF ADVISOR IS NEEDED

The department is built on a mentor/mentee model and students are brought into the department under an advisor. If a change needs to occur with your advisor, the department has a few guidelines. We ask you seek out a conversation with the graduate programming coordinator to guide any questions. We also recommend you first discuss this change with your advisor before approaching a possible new advisor. Lastly, we want each student to be aware the department is not responsible for finding an advisor or securing a place in a program.