FIRST AND SECOND YEARS. Upon arrival in Davis, every student should consult with the Department's Graduate Adviser concerning the first quarter of academic work. During this quarter all new students must complete Psychology 200, an introduction to the research interests and activities of the faculty members. At the beginning of the second quarter each student must select, in consultation with the student’s major professor and with the consent of the faculty members concerned, two other members of the student’s Individual Advising Committee whose expertise provide breadth in the student’s area of study. Of the three members constituting a graduate student's Individual Advising Committee, at least two must be members of the Psychology graduate program. One of these two members will serve as chair. The third member should normally hold a faculty appointment, either in Psychology or in another UCD department. Exceptions with regard to this third member must be approved by the Graduate Adviser. The resulting committee will be presented to the departmental faculty for their approval. Future requests to change committee chairs or other members should be filed with the Graduate Adviser who will submit student petitions to the faculty for approval.

The Individual Advising Committee is the student's examining committee for the Preliminary Examination. It is also responsible for guiding the student through coursework, reading, research, and other activities in order to achieve the background in general psychology needed for professional competence in the student's areas of special interest. The Individual Advising Committee should meet with the student as a group at least once per quarter during the student's second and third quarters in the program, and thereafter at least once a year during the winter quarter to plan the student's program for the following year. The student and the committee chair are jointly responsible for organizing these committee meetings. During quarters when such meetings of the whole committee are not scheduled, students shall meet at least once with their Individual Advising Committee chairs prior to registration for the following quarter to plan an academic program for that quarter. All students are required to enroll in at least 12 units per quarter. A student may petition the Graduate Adviser to reduce these minimums to 4 units per quarter for no more than three quarters. After obtaining the Graduate Adviser’s signature approval, a Registrar’s application for part-time status can be filed for approval with the Office of Graduate Studies. In particular, Individual Advising Committees advise students on the following:

(1) COURSE AND SEMINAR REQUIREMENTS. As part of general breadth preparation for advancement to candidacy, students are required to complete:

(A) three of the following psychology seminars during the first two years of study:

- 208 Physiological Psychology
- 212A Cognitive Development
- 212B Social Development
- 220 History of Psychology
- 230 Cognitive Psychology
- 231 Sensation and Perception
- 245 Social Psychology
- 247 Personality Psychology
- 250 Comparative Psychology

Equivalent course credit from other institutions is allowed for the three seminars. Faculty members who are appointed Area Heads will evaluate such work and submit recommendations for appropriate credit to the Graduate Adviser.

(B) the following statistics courses (or their equivalents) with no lower than a B grade:
Psychology 204A; two courses from Psychology 204B, 204C, 204D.

Equivalent credit, determined by the Graduate Adviser upon recommendations submitted by the Area Heads, is allowed for as many as two courses from the 204A-D series. One course from the series must be completed prior to the written preliminary examination.

No specific number of units is required except as explained below. Each student must complete at least six graduate-level seminars (other than the statistical requirement and variable unit courses such as Psychology 298 and 299) prior to the Oral Qualifying Examination (see page 4), and at least three of these must be taken prior to the Written Preliminary Examination. Seminars completed in (A) above can be credited toward satisfaction of the general seminar requirement. A minimum of three of the six seminars must be taken in this department. The six seminars must total a minimum of 21 quarter units. It is strongly recommended that at least four of the seminars be taken during the student's first two years in the program, and that they include courses offered outside as well as within this department. Note: Breadth seminars (208-250) cannot be repeated for transcript credit; courses 251-290 can be repeated for credit when content differs.

During each quarter for which there is no schedule conflict with other required courses or teaching duties, students must attend at least one area-based colloquium series (i.e., brown bag) per quarter and present at these area colloquia, at least once per year, their research to peers and faculty members. Students enroll in PSC 202 each quarter prior to taking the oral examination, using their Area Head's CRN for course credit. First-year students may present plans for their individual research project.

2) MINOR IN QUANTITATIVE PSYCHOLOGY. Any graduate student may obtain a minor in quantitative psychology by satisfying the following requirements: (a) complete three of the four courses in the sequence of quantitative courses required of all students in the program (PSC 204A, 204B, 204C, and 204D); (b) complete at least two of the courses in the sequence of advanced quantitative courses (currently PSC 205A, 205B, 205C, and 205D; additional courses may be added to the PSC 205 sequence in the future and may be used to satisfy this requirement); (c) enroll in PSC 202, the quantitative brown bag seminar, for at least three quarters; and (d) complete a minor exam/project, with both written and oral presentation requirements, under the supervision of a three-member committee of faculty from the Department of Psychology. A quantitative minor designation will not appear on the diploma; a record of satisfaction of minor requirements will be retained in departmental records.

(3) FOREIGN LANGUAGE. Knowledge of a foreign language is not required except when deemed necessary by the student's Individual Advising Committee.

(4) INDIVIDUAL RESEARCH PROJECT. Each student must design, conduct, analyze, and write a publication-quality research project under the supervision of a faculty member who may be the second author of the resulting publication. The Individual Research Project shall begin during the student's first year in the graduate program and must be completed prior to the oral qualifying examination. Students submit to their Individual Advising Committee a mini-prospectus of the project at the end of winter quarter of the first year. Format and length of the prospectus shall be determined in consultation with Committee members. The Committee will include progress toward completion of the project in its annual winter quarter evaluation. Upon completion of the project and prior to submission for publication, the research paper shall be read and evaluated by the student's Committee,
which has the option of either approving the paper with recommendations for editorial revision, or requiring that additional work be done to satisfy the requirement.

The student shall make at least one public presentation on the individual research project during the planning or at the conclusion of the project. The required presentation must be given prior to the oral examination either to the Department or at a recognized professional meeting; a poster presentation does not satisfy this requirement. An individual research project, with signature approval by all members of the student's Individual Advising Committee, shall be accepted as meeting the thesis requirement for the Master's Degree, Plan I. The Individual Advising Committee will then be nominated to be the thesis committee on the Graduate Studies Application for Candidacy form, and Graduate Studies acts to approve the committee for the degree. The thesis M.A. requires completion of 30 units of course work, including course 204A and three breadth seminars. Note that 12 of these 30 units should be graduate work in the Psychology subject area. The project requirement for the program, but not the thesis requirement for the master's degree, can be satisfied if two of the three Committee members approve the research paper. If students enter the program with a master's degree, the Individual Advising Committee shall determine whether an individual research project must be completed. Two of the three Committee members must approve substitution of a master's thesis for the research project requirement.

(5) PREPARATION FOR THE PRELIMINARY EXAMINATION. Individual Advising Committees will advise students on the course work and readings necessary to prepare them for a Written Preliminary Examination. The preliminary examination is designed to establish the student's mastery of one of the major sub-areas of psychology within which the student's particular interests are focused. The breadth and depth of the student's mastery of the material should be commensurate with that required to teach a course in that area at an advanced undergraduate level. In light of this department's general emphases, appropriate major sub-areas in psychology include the following: social, cognitive, comparative, developmental, perception, personality, physiological, and quantitative.

As a first step in their preparation, students, in consultation with their Individual Advising Committee, must develop and place on file a well-considered outline of a hypothetical course in one of those areas, including examples of appropriate literature sources, taking care to insure coverage of the major aspects of the area usually expected for such courses, and making sure to include treatments of the historical development of the area and its articulations with related areas. Inasmuch as this course outline defines the scope of the student's responsibilities on the preliminary examination, it serves as the principal guide in directing the student's preparations. The final version of the course outline and reading list should be approved by the student's Advising Committee well in advance of the written examination. In most cases, the approved outline/reading list, signed by all three members of the student’s Advising Committee, should be filed with the Graduate Adviser fifteen weeks in advance of the written examination. For students planning to take their exam in the second week of the Fall quarter, the approved outline/list should be filed with the Graduate Adviser by the previous July 1.

The Graduate Adviser shall notify the faculty the formation and modification of preliminary examination committee membership and topics. Because an important component of the skills to be assessed in the preliminary examination is the critical analysis of theories and their supporting evidence, the student must have completed at least three graduate seminars before taking the preliminary examination. The student's Individual Advising Committee may recommend whether work completed in other departments or institutions is an acceptable alternative.
(6) TIMING, FORM AND EVALUATION OF THE PRELIMINARY EXAMINATION.
The Written Preliminary Examination must be taken on campus no later than two weeks after the beginning of the student’s seventh quarter in residence. The exam is administered on the second weekend (Saturday and Sunday) after instruction begins in the Fall quarter. All students in their third year of residence who have not already completed the exam must do so on this weekend. Students with adequate preparation are strongly urged to take the examination earlier than the seventh quarter. If the exam is taken in an earlier academic quarter, students must arrange with their Advising Committee to do so no later than two weeks prior to the end of instruction. If students wish to take the examination during the summer, they must obtain approval from the Advising Committee. If a summer examination is scheduled, it should be noted that in the event the student’s advising committee does not report a unanimous Ph.D. level pass to the Graduate Adviser, a faculty review of the student’s progress will not occur until the first faculty meeting of the fall quarter. The Graduate Adviser must be informed as to the time of the examination at least two weeks before the examination is to be conducted. It is expected that the examination will involve written questions and answers (to be placed on file), that it will require at least 6 hours and no more than 9 hours of writing, and that at least half of it will require "closed book" conditions. Any departures from these policies must be approved by the Graduate Adviser before the examination is administered.

The student's Individual Advising Committee must report its evaluation of the student's examination performance to the Graduate Adviser within one week following its administration. The preliminary examination may be passed at the Ph.D. level, the M.A. level, or failed. If the examination is taken during a regular quarter and the student's Individual Advising Committee does not UNANIMOUSLY report that the preliminary examination has been passed at the Ph.D. level, a review of the student's progress will be scheduled within two weeks of the examination and conducted under the provisions of the formal review (see below). If, following this formal review, the department faculty decides that the student may not retake the examination, a recommendation for disqualification will be forwarded to the Dean of Graduate Studies. If it is decided that the student may retake the examination, it must be retaken during the next quarter. As in the case of the first attempt, a student may be judged to have passed at the Ph.D. level, at the M.A. level, or failed.

Whenever the examination is passed at the M.A. or Ph.D. level, the student is eligible for the M.A. degree under the provisions of Graduate Studies, Plan II. The Individual Advising Committee will then be nominated to be the examination committee on the Graduate Studies Application for Candidacy form, and Graduate Studies acts to approve the committee for the degree. The M.A. degree, Plan II, requires completion of 36 units, including course 204A and three breadth seminars. Note that 18 of these 36 units must be graduate work in Psychology subject area. Moreover, no more than 9 of these 18 graduate units can be research units (299 or equivalent). Copies of previous Ph.D. written examination questions, which are filed in the psychology department office, are available to all faculty members and graduate students. Students' answers will be made available to the faculty and to graduate students only if the examinees give their written permission.

(7) STUDENT PROGRESS REVIEWS. The progress of all students is routinely reviewed by the faculty each year. The review process begins when students submit a brief statement summarizing their progress toward meeting program requirements and their scholarly and professional activities of the preceding year to their Individual Advising Committees by the beginning of the third week of Winter quarter. Prior to the end of Winter quarter the Individual Advising Committee meets with the student to discuss apparent problems and the student's plans for the coming year. At that meeting the committee informs the student
about the recommendations that it will make to the departmental Graduate Adviser regarding the student's progress. Although this is the only required meeting, the department encourages frequent communication among committee members and the student. The Individual Advising Committee then submits a copy of the student's statement and its own recommendation regarding the student's progress to the Graduate Adviser by the end of the first week of Spring quarter. If no student statement or no advising committee recommendation is received by that time, the result will be an automatic initial motion for unsatisfactory progress at the progress review faculty meeting held in May. A formal faculty review would then be scheduled as soon as possible to determine whether the student met his/her obligations. The chair of the Individual Advising Committee is responsible for insuring that the time-line is followed and that formal reviews are made unnecessary.

NOTE: Students who have not completed the Ph.D. by the date of the spring quarter progress review faculty meeting in their sixth year from matriculation will be judged to be making unsatisfactory progress. Up to three quarters of Planned Educational Leave (PELP) are allowed within this period; these PELP quarters will not be included in the six-year period. While additional PELP quarters beyond the first three quarters may be approved for cause, these additional quarters will be included in the six-year period.

The Graduate Adviser then reviews the IAC reports. Students and their faculty advisers may schedule individual meetings with the Graduate Adviser. The Graduate Adviser determines whether to recommend satisfactory progress, contingent satisfactory progress, or unsatisfactory progress to the faculty at the annual Spring quarter review. If the student does not appear to be making normal progress, or if there is less than unanimous agreement by the Individual Advising Committee that the preliminary examination was passed at the Ph.D. level, a formal review will be conducted in which the student will be invited to participate. In conducting the formal review, the Graduate Adviser will present her/his assessment of the student's progress to the faculty. The graduate adviser may recommend that the student's progress be considered to be normal, which in the case of a division of opinion concerning passing the preliminary examination at the Ph.D. level would be a recommendation for confirming that the student has passed at that level. On the other hand, the graduate adviser may recommend that the student's progress be considered deficient and that specified remedial action be taken to overcome the deficiencies within a reasonable time. The adviser may recommend that the student be disqualified from the program at the end of the current academic year. The faculty's recommendations on these matters shall be based on a majority vote of all members of faculty involved in graduate instruction, not just those present at the review. If the faculty adopts recommendations for a plan to remedy a student's deficiencies, the completion of the specific details of this plan will constitute binding criteria for removal of the deficiencies. The student's progress in pursuing this plan will be reported to the faculty by the Graduate Adviser no later than the end of the following quarter.

REQUIREMENTS FOLLOWING THE WRITTEN PRELIMINARY EXAMINATION. Once students have passed the written preliminary examination, they begin intensive preparation for an Oral Qualifying Examination designed to assess their knowledge of a specialized area of theory and research. The following requirements must be satisfied before the oral examination can be taken: completion of the Individual Research Project (oral and written components), all required course work, filing a dissertation proposal, and getting approval from Graduate Studies for constitution of the oral qualifying examination committee. It is the student's responsibility to complete these requirements in a timely manner. In order to formally schedule an oral examination date, the student, no later than four weeks before the planned date, must (1) submit a petition to the Graduate Adviser listing the proposed members of the examination committee, and (2) acquire his/her major professor's approval signature on the proposal title page. The student does not need to provide committee members with a draft of the proposal prior to the major professor's approval, but is expected to discuss the ideas and proposal plan with all members so that their input can be incorporated into the paper. The student will provide all committee
members with a copy of the proposal once it has been approved by the major professor. Any modifications suggested by the committee are to be made during the four week period prior to the exam. All committee members sign the proposal at the end of a successful oral exam.

An examination may only be scheduled for a date which falls at least four weeks after the major professor approves the proposal. A complete, well-developed dissertation proposal, as described below, signed by all oral examination committee members at the end of the examination will constitute approval for the student to conduct the proposed dissertation study. Students who are considering a delay in taking the oral examination must consult with their committees to obtain approval for the deferral.

The Oral Qualifying Examination must be passed before a student is advanced to candidacy for the Ph.D. degree. It must be taken no later than three full quarters after passage of the Written Preliminary Examination and during the instructional weeks of a regular academic quarter. In the case of a spring quarter, the examination must be taken at least one week prior to the end of instruction. If the written examination is passed at the Ph.D. level prior to the student's seventh quarter in the program, the three-quarter deadline for the Oral Qualifying Examination may be waived for a period extending until no later than the end of the instructional period of the tenth quarter in the program, upon approval of the student's Individual Advising Committee and the Graduate Adviser. Ordinarily, a student's third year is mainly devoted to activities such as advanced reading, specialized seminars, and independent research that enhance preparation for this exam and for dissertation work.

The Oral Qualifying Examination is typically conducted by the student's Individual Advising Committee, augmented by two additional members. The membership of the Individual Advising Committee, originally chosen to reflect the broad area of interest tested in the Written Preliminary Examination, may be changed to reflect the more specialized topics to be tested in the Oral Qualifying Examination. All such changes must be submitted by the Graduate Adviser to the faculty for approval. The additional two members are selected as follows: The faculty selects the fourth member (nominated by the Graduate Adviser) from those within the graduate program whose competence is as close as possible to the student's interests. These four then select, in consultation with the student, the fifth member of the examining committee. The fifth member will be from another graduate program unless the student's Individual Advising Committee already includes an extra-departmental member. The chair of the Oral Qualifying Examination committee must be a ladder faculty member from the Psychology graduate program, but may not be the chair of the student's Dissertation Committee. These names will be proposed to Graduate Studies for official constitution of the Qualifying Examination Committee. Other Academic Senate and Graduate Studies requirements must also be met.

In order to best define the scope of this examination for the students and the examining committee, students will develop, in consultation with their Individual Advising Committee, a Proposal for their dissertation research, as mentioned above. This proposal must be sufficiently detailed to inform all members of the examining committee of the major theoretical and methodological problem areas to be encountered in the dissertation research. The proposal could thus be expected to serve as an outline for the introduction and methods sections of the final dissertation. As such, it precisely defines the current status and significance of the problems addressed within the general framework of contemporary research and related areas, and establishes the scientific merit of the proposed line of research. An appropriate model for such a proposal might be a good (which is not necessarily a successful) application for a research grant from some scientific funding agency. For example, a proposal for investigating some aspect of human memory would review the history of work on this problem, possibly including its relation to animal studies.
of memory, and the role of perceptual and linguistic processes, together with a consideration of the relevant methodological approaches to such studies and a discussion of advantages and failings of each.

**REQUIREMENTS FOLLOWING ORAL QUALIFYING EXAMINATION.**

Following the oral qualifying examination, students are required to file a copy of the signed dissertation proposal with the Graduate Adviser.

Students are required to file for Advancement to Candidacy within one quarter after having passed the Oral Qualifying Examination. Once students have been advanced to candidacy for the Ph.D. degree, they must develop and carry out an empirical investigation of a significant problem in their area of specialization. A Dissertation Committee is appointed by Graduate Studies when the student advances to candidacy. This committee typically includes members who have served on the student's Individual Advising Committee, but changes may be made, subject to Graduate Studies approval. The majority of membership of the Dissertation Committee must be ladder faculty members of the Psychology graduate program. Upon completion of the dissertation, a candidate's Dissertation Committee may require the candidate to defend it in a formal oral examination, according to the Academic Senate's Plan B prior to signing the dissertation. Upon acceptance of the dissertation, a hard-bound copy of the dissertation must be submitted to the Psychology Department, where it will be kept on file. A black binding should be used, with the author's name and year of degree printed on the narrow edge.

Post-orals students are required to enroll in at least 12 units per quarter. Up to 18 units of 299D may be accumulated during the period of candidacy; post-orals students may also enroll in 299 units to supplement 299D units.

**FILING FEE STATUS.** Students who have advanced to candidacy, i.e., have finished all course requirements and research work, and are writing the dissertation, may apply for Filing Fee status with an end date no later than the Spring quarter of their sixth year from enrollment in the program.

**NON-REGISTRATION STATUS.** Students who maintain nonapproved unregistered status for more than two years are subject to disqualification from the program.

**GRADUATE STUDENT PARTICIPATION IN GRADUATE PROGRAM AFFAIRS.** Graduate students hold voting membership in all Psychology Department committees relevant to the graduate program. Graduate student representatives also participate in faculty meetings.

**FINANCIAL AID FOR GRADUATE STUDENTS.** The Psychology graduate program makes earnest effort to support its graduate students. Funds available for this purpose are in the form of Teaching Assistantships, support as a Graduate Student Researcher, University scholarships, and Federal Work-Study Program funds. In assigning teaching assistantships, priority is given to continuing students who are making good progress. This priority does not extend beyond five consecutive years after a student's date of entrance into the program.

**PLANNED EDUCATIONAL LEAVE PROGRAM (PELP).** Graduate students who leave the University in good standing will be readmitted without departmental review if they return within 12 months after the time they left. Students must arrange such leaves through the Graduate Adviser prior to the beginning of the leave. If a student wishes to be readmitted after an absence of more than 12 months, or if the student was not making satisfactory progress prior to leaving, a formal faculty review of the request for readmission is required.

4/05