

REVISED: May 2024

## CLINICAL PSYCHOLOGY GRADUATE STUDENT HANDBOOK

University of Colorado Boulder  
Boulder, CO 80309-0345

This handbook provides a comprehensive and current orientation to the doctoral program in clinical psychology. The handbook describes the rules that have been enacted by the Clinical Program Faculty to govern the work of graduate students.

If you have any questions about anything in this handbook, please contact the Director of Clinical Training for additional information. Students should feel free to petition the Clinical Program Faculty for exceptions to these rules if they believe that special circumstances warrant an exception. All petitions will be considered for approval by the full Clinical Program Faculty.

The University of Colorado Graduate School policies, rules, and regulations for both students and faculty are available at <<https://www.colorado.edu/graduateschool/current-students/graduate-school-policies-and-procedures>>. There you will find the Graduate School Rules, the Graduate Student Bill of Rights and Responsibilities, and the Graduate School Grievance Policy, along with other policies around issues such as parental leave. Please make sure you are in compliance with the policies, rules, and regulations that apply to you. These policies, rules and regulations, along with the most recent University of Colorado Catalog (<<http://www.colorado.edu/catalog/>>), are considered supplements to this handbook. Because it is modified from time to time, you should keep this handbook throughout your graduate program. You are governed by the Fall 2023 edition.

### Table of Contents

<u>Topic</u>	<u>Page</u>
1. Introductory Information	2
2. Financial Support	4
3. Students with Prior Graduate Work	4
4. Advising	5
5. Student Evaluation	5
6. Curriculum	8
7. Neuroscience and Behavioral Genetics Programs	10
8. Research Practicum	10
9. Clinical Training	12
10. The M.A. Degree	13
11. The Ph.D. Comprehensive Examination	14
12. The Ph.D. Dissertation	16
13. Clinical Internship	17
14. Clinical Program Deadlines	18

The Clinical Psychology Program is accredited by the Commission on Accreditation of the American Psychological Association (APA). Questions related to the program's accredited status should be directed to the Commission on Accreditation:

Office of Program Consultation and Accreditation  
American Psychological Association  
750 1<sup>st</sup> Street, NE  
Washington, DC 20002  
(202) 336-5979

## 1. INTRODUCTORY INFORMATION

**REGISTRATION.** New graduate students receive registration information prior to arriving on campus. Preregistration generally occurs late each semester for the following semester. Further information about registration is contained in the Graduate School Catalog.

If you are not a Colorado resident and are a qualified person, **you must petition for Colorado in-state tuition classification within one year** so that you are eligible for in-state tuition starting in your second year of graduate study. Failure to do so may result in ineligibility to hold a monthly appointment at the University and will result in your being responsible for paying non-resident tuition. Instructions on how to apply for residency can be found on the registrar's website: <<http://www.colorado.edu/registrar/students/state-residency>>

**PROGRAM DURATION.** Our program is designed to require five to six years to complete under normal circumstances, with the internship to be completed during the last year of the program. At least four of these semesters must be completed while in full-time residence at the University of Colorado at Boulder, and at least two of these semesters must be consecutive. Any significant departure from this typical schedule, such as wanting to take two years to complete the dissertation or relatively short delays in program progress due to parenthood or illness, **must be approved in advance by the Clinical Program Faculty based on a written proposed plan for completing the program**. That proposed plan, once approved, would constitute the basis for evaluating subsequent student progress.

According to the rules of the Graduate School, all doctoral students have six years from the start of their course work to complete all requirements for the degree. If a student is unable to complete the degree in this six-year period, s/he may ask the Clinical Program Faculty for approval to file a petition for an extension to the time limit with the Dean of the Graduate School. Students who elect to complete the dual degree in psychology and neuroscience or one of the specialty training certificates have often successfully petitioned for a one year extension. Only truly exceptional and rare circumstances will warrant support for any extension beyond seven years.

**LEAVES OF ABSENCE.** If satisfactory progress in the program cannot be made due to major and long-lasting personal difficulty in a student's life, we encourage the use of an official leave of absence from the program, which can be obtained from the following website: <<http://www.colorado.edu/registrar/students/withdraw-cu/leave-of-absence>>. The leave of absence is intended to provide an opportunity for a student to resolve the difficulty and then be welcomed back to the program on a full-time basis. Once a student is a doctoral candidate, the Graduate School does not recognize leaves of absence. Therefore, students must register continuously after achieving doctoral candidate status, with the exception of the internship year.

**APA ETHICS CODE.** All students are expected to familiarize themselves with and abide by every aspect of the 2002 version of Ethical Principles of Psychologists and Code of Conduct that went into effect on June 1, 2003 and was amended in 2010 and 2016. The Ethics Code can be found in the *American Psychologist* (2002, 57, 1060-1073) or online at <<http://www.apa.org/ethics/code/index.aspx>>.

**OFFICE SPACE.** The Director of Clinical Training assigns office space.

**STUDENT REPRESENTATIVES.** Clinical students elect, through their own procedures, a representative to the Clinical Program Faculty meetings. Student representatives generally serve for one academic year. Although student representatives fully participate in Clinical Program Faculty meetings, only the Clinical Program Faculty vote on issues for which a vote occurs. To protect confidentiality, student representatives are not present when faculty members discuss issues related to individual prospective or current students or faculty members.

**STUDENT RECORDS.** The Clinical Program keeps individual student records. Student records are considered confidential documents, available only to the Clinical Program Faculty members as needed. Student records will be retained indefinitely following graduation for reference, program improvement, and credentialing purposes.

All required documents that are prepared by students are not considered completed until they have been filed in the student's record. Each student's record, kept in its own three-ring binder, has the following sections:

- Application Materials
  - Application
  - Transcripts
  - GRE Scores
  - Letters of Recommendation
  - Personal Statement
- Correspondence
- Funding
- Grades (Yearly)
- NIH Ethics Tutorial (CITI Training)
- Master of Arts Documents
  - Master's Proposal Approval Form
  - Candidacy Application
  - Master's Exam Report
- Clinical Evaluations (Yearly)
- Comprehensive Exam Documents
  - Comprehensive Exam Part I – Agreement Form
  - Comprehensive Exam Part I – Completion Form
  - Candidacy Application
  - Doctoral Exam Report
- Dissertation Documents
  - Doctoral Exam Report
  - Final Grade Card
  - Dissertation Signature Page
- Internship Evaluations
- Student Evaluations (Yearly)
- TA Evaluations
- External Activities

## 2. FINANCIAL SUPPORT

Being a graduate student in the clinical program is a full-time job. It is very difficult to make normative progress in the program on a part-time basis. Accordingly, every effort will be made to provide all students with five academic years of support.

**NATURE OF STUDENT SUPPORT.** Typically, first-year students will receive Teaching Assistantships (TAs). Starting in their second year, students will receive either Research Assistantships (RAs) or TAs.

The actual amount of support is dictated by university regulations. On average all sources of support will provide about \$2,600 per month throughout the academic year. In rare cases students may receive a stipend from a field placement. If this stipend is significantly less than the amount of support provided for a TA or RA, every effort will be made to provide additional support to bring the student's income in line with that of students receiving support as a TA or RA.

**SUPPLEMENTARY SUPPORT.** On occasion, additional part-time TAs may become available during the academic year. Graduate School policy mandates that these part-time TAs require 5 hours or less of work per week unless a petition is submitted and approved by the Graduate School. Every effort will be made to assure that these occasional supplementary sources of support are distributed equitably. A small number of summer TAs and RAs are also often available.

There usually are some funds for support for travel to attend and present research findings at meetings or conferences. Information about travel support can be found on the departmental Resources for Current Graduate Students webpage ( <https://www.colorado.edu/psych-neuro/graduate-programs/resources-current-graduate-students>) and the Graduate School webpage summarizing funding opportunities for graduate students (<http://www.colorado.edu/graduateschool/funding>).

## 3. STUDENTS WITH PRIOR GRADUATE WORK

Students with prior graduate work will meet with the Director of Clinical Training to determine an individualized program of advanced academic work, research, and clinical practicum experiences. Our doctoral training program requires a minimum of 3 academic years (six semesters) of full-time graduate study. At least four of these semesters must be completed while in full-time residence at the University of Colorado at Boulder, and at least two of these semesters must be consecutive.

The curriculum will follow the basic format of our graduate curriculum with changes based on the nature and extent of prior academic and applied experience. The determination of transfer credit to apply toward required courses will be made by faculty members teaching these courses, who will evaluate the comparability of the prior graduate training to our own courses. Credit may not be transferred until the student has completed at least six credits of graduate level coursework as a degree-seeking student on the CU Boulder campus with a 3.0 GPA.

Rules and regulations regarding transfer credit are determined by the Graduate School and available for review at <<http://www.colorado.edu/mse/student-resources/transfer-credit>>. A student may receive a Master's Degree from the University of Colorado after completing all requirements for that degree, even if the student already has a Master's Degree from another university; a second Master's Degree is not required, though.

#### 4. ADVISING

**RESEARCH MENTOR ASSIGNMENTS.** The process of assigning students to research mentors begins during the evaluation of applicants for admission. Applicants are asked to indicate which faculty member they would like to work with for their research, and decisions regarding admission are made, in large part, based on the match of those expressed preferences with the availability of specific research mentors. One of the major reasons for interviewing applicants is to assess the match between students and mentors. Thus, students are admitted already assigned to research mentors. Every effort will be made to accommodate students who decide they would prefer to work with a different mentor, but this can be difficult to arrange. Another Clinical Program Faculty member must agree to take on the student before a change will be approved. If a change of interests or circumstances necessitates a change of advisor, students should obtain written consent from the faculty member with whom they wish to work and the approval of the Director of Clinical Training.

Although research mentors serve as students' formal academic advisors, students should feel free to consult with any member of the Clinical Program Faculty to discuss any issue pertinent to their training program. The Director of Clinical Training is available as an advisor regarding general program matters.

**ADVISORY COMMITTEE.** By May 1st of their first year, students must form a two-person advisory committee to advise and guide the student. The committee will consist of the research mentor and one other Clinical Program Faculty member. Students will meet with their advisory committee by August 1 of each year to review their progress for the year and plans for the coming year.

#### 5. STUDENT EVALUATION

**GRADING.** Students must obtain a grade of "B-" or better in each core clinical course and in statistics or retake the course. If a student receives a "C" or poorer in an elective course, the student may take another elective rather than repeating the course.

Graduate students will be given Incomplete - Fail (IF) or Incomplete - Withdrew (IW) grades in the case of incomplete work if the instructor believes that such grades are justified. After one year these grades will be automatically changed to F or W if a grade has not been submitted.

**DEADLINES FOR COMPLETION OF RESEARCH PRACTICA.** Research practicum papers must be submitted by September 30th of the student's third year in the program. Students not completing their research practicum project assignments by the deadline will be placed on Program Caution, which serves as a formal warning. Students on Program Caution who have not completed their research project assignments by the end of the Fall semester (last day of classes) of their third year will be put on probation as described in the Student Continuance, Due Process, and Termination section below.

**THE EVALUATION PROCESS.** Each year by mid-April, students complete a yearly report form and give it to their research mentor. Students must also meet with their advisory committee by May 1st. The Clinical Program Faculty members conduct formal evaluations of all graduate students in clinical psychology at the end of each Spring semester. Evaluation of students will be held with only Clinical Program Faculty (and associated faculty as relevant) present to allow the faculty to arrive at an integrated, confidential, and comprehensive evaluation of each student. The Clinical Program Faculty members discuss the readiness of students who are applying for internship at the beginning of the Fall semester.

Research mentors will provide written feedback to the student at the end of each academic year. The written feedback may include information from the student's yearly report form, advisory committee meeting, and the evaluation completed by the Clinical Program Faculty. The feedback letter will include information on the student's coursework and research, and if applicable, clinical work and teaching. The feedback will indicate whether the student is making good progress, and will specify any requirements the student must complete by a certain date to remain in good standing. The research mentor discusses this feedback with the student, and the letter is then added to the student's file.

A student may request to meet with the Director of Clinical Training at any time if they want to discuss their progress in the program. If a student is dissatisfied with their evaluation, he or she can also petition to meet with three representatives of the Clinical Program Faculty to discuss the evaluation. The Director of Clinical Training will select two representatives, and the student will select one representative to form this faculty committee.

**EVALUATION OF ETHICAL BEHAVIOR.** All students are expected to govern themselves according to the highest ethical standards across psychologist roles, including as teachers, clinicians, and researchers. Specific ethical considerations concerning practice and research are spelled out in the APA Ethics Code and the State of Colorado licensing law.

The Clinical Program takes violations of ethical behavior on the part of students very seriously, and will not hesitate to put students on probation for infractions of the APA Ethical Principles of Psychologists and Code of Conduct. Violations of the APA Ethical Principles of Psychologists and Code of Conduct that are considered more severe can result in immediate dismissal from the program.

The Executive Committee of the Department of Psychology and Neuroscience will serve as the appeal board if a student wishes to appeal the imposition of any sanctions related to violations of ethical behavior.

**HONOR CODE.** All students at the University of Colorado at Boulder are subject to the Honor Code for academic matters. Acts of academic dishonesty (e.g., plagiarism, cheating) are violations of the Honor Code and subject to academic sanctions from involved faculty members and non-academic sanctions given by the Honor Code Council, which include but are not limited to university probation, suspension, or expulsion. The Honor Code guidelines are described in the Honor Code web site (<http://honorcode.colorado.edu/>). Students must also adhere to the University's policy on discrimination and harassment (<http://www.colorado.edu/policies/discrimination-and-harassment-policy-and-procedures>). Students who violate this policy shall be disciplined or subjected to corrective action, up to and including termination or expulsion.

**STUDENT CONTINUANCE, DUE PROCESS, AND TERMINATION.** Students remain in good standing as long as they complete the requirements on time and no issues regarding ethical conduct are raised. Students in good standing who find they need to extend their time in the program an additional year should consult their research mentor and inform the Director of Clinical Training. Such students will typically receive lower priority for funding or other considerations than students who remain on schedule.

**PROGRAM CAUTION AND PROBATION.** If a student is put on Program Caution, the student will receive a letter from the Director of Clinical Training explaining what the student has done or failed to do, specifying the consequences (including change in standing in the Program), stating what must be done to remediate these consequences, and specifying the date by which the stated remediation must be completed. If the student completes the specified remediation, he or she will receive a second letter, informing the student that he or she is no longer on Program Caution. If the student fails to meet the requirements for remediation, the student will be put on probation.

If a student is put on probation, a meeting will be held with the student, the research mentor, and the Director of Clinical Training. The student will be told that his or her status in the Program is in jeopardy, and the student will be provided an opportunity to explain his or her situation. The mentor and Director of Clinical Training will specify the work that needs to be completed, the time frame for its completion, and the consequences of non-completion (i.e., termination from the program). The Director of Clinical Training will then send the student a letter, summarizing the work to be completed, time frame, and consequences of non-completion. Once a student completes the specified remediation, he or she will receive a second letter, informing the student that he or she is no longer on probation.

**STUDENT GRIEVANCES.** Students are encouraged to discuss their concerns first with the faculty member(s) or other parties involved, and then to inform the Director of Clinical Training if their concerns are not adequately addressed. Students may also go directly to the Director of Clinical Training (or the Director of Graduate Studies or the Department Chair) if they prefer.

If a student believes that she or he has experienced or witnessed possible discrimination or harassment, the student should contact the University's Office of Institutional Equity and Compliance (<http://www.colorado.edu/institutionalequity/>). Avenues by which students may lodge complaints or grievances are described in detail on the CU Boulder website (<http://www.colorado.edu/policies/student-appeals-complaints-and-grievances-brief-guide>).

## 6. CURRICULUM

The Clinical Program curriculum consists of (a) satisfactory completion of a Research Practicum paper; (b) satisfactory completion of all courses mandated by APA requirements for accreditation; (d) satisfactory completion of the Clinical Practicum sequence; (e) comprehensive exam parts I and II; (f) a dissertation; and (g) an internship.

Specific course offerings are published by the University of Colorado Boulder in the Schedule of Courses. Required core courses are concentrated in the first two years of the program. Courses to fulfill requirements for discipline-specific knowledge may be taken in any semester, but are most commonly taken in the third and fourth years of the program. Clinical practicum begins in the second year of the program. Students planning to be licensed at any time in the future should retain copies of all course syllabi.

### REQUIRED COURSES: PROFESSION WIDE COMPETENCIES

Each Clinical Psychology graduate student must complete, with a grade of “B-“ or better, a course that fulfills each of the following core requirements regarding profession-wide competencies.

**Psychopathology and psychotherapy.** Students are required to complete core courses in psychopathology (PSYC 5453: Adult Psychopathology) and psychotherapy (PSYC 7673: Adult Psychotherapy).

**Research Methods.** Students must complete PSYC 5423 (Research Problems in Clinical Psychology) or PSYC 5656 (Advanced Graduate Research Methods).

**Statistical Analysis.** Students must complete PSYC 5741 (General Statistics I) and PSYC 5751 (General Statistics II).

**Psychological assessment and psychometrics.** Student must complete PSYC 7683 (Intellectual Assessment with Practicum), PSYC 7663 (Intellectual Assessment Lab), and PSYC 7693 (Personality Measurement).

**Diversity.** Students must complete, with a grade of “B-“ or better, PSYC 7703 (Clinical Seminar - Multicultural Issues in Psychology). Nearly all other clinical courses also address issues of cultural and individual diversity relevant to the content of each specific course. Students may submit a petition to fulfill this requirement with another graduate courses that focuses on foundational aspects of equity and diversity, but all petitions must be approved prior to enrolling in the course after a full review of the syllabus by the Clinical Program Faculty.

**History of psychology.** An undergraduate course that covers the history of psychology (taken before or after enrolling at CU) can be used to fulfill this requirement. For students who have not taken an undergraduate course in History of Psychology, this requirement may be fulfilled by completing PSYC 7703 (Clinical Seminar - History and Systems) or PSYC 5541 (Human Lifespan Development).

**Ethics and Professional Issues.** Competency in ethics is assessed in several ways. Students must complete the online CITI and HIPAA training programs. Students are also required to complete PSYC 7703 (Clinical Seminar - Ethics in Clinical Psychology). Finally, students are required to enroll in PSYC 6603 (Professional Issues in Clinical Psychology) each semester, unless they have a time conflict with another course or externship. Students can skip enrolling in PSYC 6603 twice without petitioning the faculty. They are required to petition the faculty if they have a time conflict with another course or externship three or more times. In addition, several required courses include specific graded assignments regarding ethical issues relevant to the course. Each of these assignments must be completed with a grade of at least B-.

**Supervision and Consultation.** Students are required to take PSYC 7703 (Clinical Seminar - Supervision and Consultation).

**COURSE REQUIREMENTS REGARDING DISCIPLINE-SPECIFIC KNOWLEDGE:**

In addition to the core required courses listed in the previous section, APA requirements for accreditation specify that Clinical Psychology graduate students must also demonstrate discipline specific knowledge in five basic content areas. The most common way to fulfill each of these requirements is to complete, with a grade of “B-” or better, one of the graduate courses that is listed under each domain (note that some courses can fulfill the requirement in more than one domain of discipline-specific knowledge).

Students may also submit a petition to fulfill these requirements with other graduate courses or other methods of evaluation. The educational experience proposed in any petition must include a curricular experience that is completed at least in part at the graduate level using primary source materials (i.e., empirical studies that represent the current state of the area), and the educational experience must be evaluated by a faculty member with expertise in that area. All petitions must be approved in advance after a full review by the clinical faculty.

Courses that are approved to fulfill each domain of discipline-specific knowledge are summarized below. We encourage students to choose courses that both fulfill the APA requirement and provide a training opportunity that is useful for their specific research and clinical interests.

**(A) Affective Aspects of Behavior.** Students may fulfill this requirement by completing PSYC 7703: Social and Affective Psychological Science or PSYC 7703: Developmental Social Cognitive and Affective Psychobiology (a two-semester sequence).

**(B) Biological Aspects of Behavior.** Students may fulfill this requirement by completing PSYC 7703: Developmental Social Cognitive and Affective Psychobiology (a two-semester sequence). Another option to fulfill this requirement is PSYC 5102 (Introduction to Behavioral Genetics). Students may also petition for approval to fulfill this requirement by completing with a grade of B- or higher other courses offered in the Department of Psychology and Neuroscience. Based on course content when these courses were offered previously, petitions are likely to be approved for PSYC 7215 (Translational Cognitive Neuroscience), and NRSC 5092 (Behavioral Neuroendocrinology).

**(C) Cognitive Aspects of Behavior.** Students may fulfill this requirement by completing PSYC 7703: Developmental Social Cognitive and Affective Psychobiology (a two-semester sequence). Students may also petition for approval to fulfill this requirement by completing with a grade of B- or higher other courses offered in the Department of Psychology and Neuroscience. Other options to fulfill this requirement are PSYC 7215 (Translational Cognitive Neuroscience), and PSYC 5665 (Proseminar in Cognitive Psychology).

**(D) Developmental Aspects of Behavior.** Students may fulfill this requirement by completing PSYC 7703: Developmental Social Cognitive and Affective Psychobiology (a two-semester sequence). Another option to fulfill this requirement is PSYC 5541 (Human Lifespan Development).

**(E) Social Aspects of Behavior:** Students may fulfill this requirement by completing PSYC 7703: Developmental Social Cognitive and Affective Psychobiology (a two-semester sequence). Or completing PSYC 7703: Social and Affective Psychological Science. Other options to fulfill this requirement are PSYC 5606 (Social Proseminar: Social and Personality Psychology), PSYC 7536 (Social Neuroscience), and PSYC 7536 (Social Proseminar: Social Psychology of Health Promotion).

**Advanced Integrative Knowledge of Basic Discipline-Specific Content Areas.** APA requirements specify that students must demonstrate graduate-level scientific knowledge that entails integration of multiple discipline-specific content areas (i.e., integration of at least two of: affective, biological, cognitive, social, or developmental aspects of behavior). Many students will fulfill this requirement through the new courses taught by Dr. Kaiser (PSYC 7703: Developmental Social Cognitive and Affective Psychobiology; a two-semester sequence) or Dr. Gruber (PSYC 7703: Social and Affective Psychological Science). Students may also petition to fulfill this requirement through

another evaluated educational experience that provides basic coverage in two or more areas and integration across those areas.

### **REQUIRED INTERNSHIP COURSE:**

Starting in Academic Year 2025-2026, students completing the internship will be required to enroll in PSYC 7723 (Clinical Psychology Internship). In Academic Year 2024-2025, students completing the internship will be required to enroll in 1 dissertation credit.

**GENERAL INFORMATION REGARDING CURRICULUM.** To take more than 15 credit hours of graduate coursework in any given semester, a student must petition the Dean of the Graduate School for an exception to the credit limit. Ordinarily, no more than 18 credits will be approved, as additional credits increase tuition. Students must complete a minimum of 30 hours of Doctoral Dissertation credit hours, with a minimum of 20 dissertation credits post-comprehensive examination (which also includes the semester during which the comprehensive examination is completed). Moreover, including the semester that the comprehensive examination is completed, a minimum of 5 dissertation credits need to be taken each semester until graduation.

## **7. NEUROSCIENCE COMBINED DEGREE AND BEHAVIOR GENETICS CERTIFICATE PROGRAMS**

If students elect to complete an additional course of specialty training (such as behavioral genetics or neuroscience), they should inform their advisory committee.

**Ph.D. IN NEUROSCIENCE.** Students in the Clinical Program may also complete the requirements for the Ph.D. program in Neuroscience; detailed information about the program and requirements can be found at <<https://www.colorado.edu/neuroscience/graduate-education-neuroscience>>. Students must apply for admission to the Ph.D. in Neuroscience during the first two years of graduate school. In addition to completing the requirements of the Ph.D. in Psychology, students obtaining a Ph.D. in Neuroscience must complete additional courses and their dissertation must have a predominant Neuroscience focus; the primary research mentor of the dissertation must be a member of the Neuroscience Program.

**CERTIFICATE IN BEHAVIORAL GENETICS.** Students in the Clinical Program may also complete the requirements for a Certificate in Behavioral Genetics; detailed information about the program can be found at <<http://www.colorado.edu/ibg/prospective-students>>. In addition to completing the requirements of the Ph.D. in Psychology, students obtaining a Certificate in Behavioral Genetics must complete additional courses. A student completing the BG Certificate program must also be a teaching assistant (TA) for one semester in a course judged by their advisory committee to be relevant to their training. Finally, the dissertations of students completing the BG Certificate program must be conducted on a topic of direct relevance to animal or human behavioral genetics.

## **8. RESEARCH PRACTICUM**

Each student will be continuously and actively involved in research throughout each year of the program on campus. Students will complete a Research Practicum each semester until they have completed their Master's Thesis, and doctoral dissertation credits during the subsequent years.

It is assumed that the student has been responsible for all phases of the work that constitutes the Research Practicum—including data collection (except where existing data sets are to be used in the research study) and analysis. If a situation arises where the student wants to recruit others to collect data or to be of assistance in any other way with the research project, it is the responsibility of

the student to discuss the plan with the research mentor and to develop an agreed-upon memorandum of understanding regarding the plan.

**RESEARCH PRACTICUM PAPERS.** Two empirical research papers are required of each student. The Research Practicum paper is completed over the course of the student's first two years in the program, and fulfills the research requirement for the Master's Degree. The doctoral dissertation paper then fulfills the final research requirement of the program. All research papers must employ standards for manuscript preparation described in the APA Publication Manual.

*Research Practicum paper proposal.* The student must complete the proposal for the Research Practicum paper by August 15 following the student's first year in the program. The proposal should include a 5-6 page introduction and a 5-6 page methods section, along with a 1-2 page description of how the data will be analyzed. The research mentor must sign the final proposal for the research practicum project, and the signed title page must be filed with the Clinical Program Assistant by August 15 following the student's first year in the program. Failure to submit the research practicum proposal by August 15th will result in the student being placed on Program Caution. Students on Program Caution who fail to submit the proposal for the Research Practicum paper by the last day of classes of the Fall semester of the second year will be placed on probation. All research projects must be approved by the Institutional Review Board (IRB), which publishes a list of meeting times and associated submission deadlines.

*Research Practicum paper defense.* Students complete their research practicum paper during their second year in the program. The final Research Practicum paper is submitted to the Master's Committee for their review, and the student then completes an oral defense of the paper. The Master's Committee is comprised of three faculty members. The first member is the research mentor; the second and third members may be any member of the faculty in the Department of Psychology and Neuroscience, ordinarily chosen in consultation with the research mentor. Students are responsible for making sure that adequate time is provided for readers to review the Research Practicum paper prior to the oral defense meeting. Two weeks is considered the minimal time in which a faculty member can be asked to read a paper, unless an alternative time frame is approved by all members of the committee.

*Deadline for completion of the Research Practicum Paper.* The completed Research Practicum paper is due on September 30 following the students' second year in the program. The paper must be in final form by the deadline, including any revisions that may be required by the committee after the oral defense. Failure to complete the final Research Practicum paper by September 30 will result in the student being placed on Program Caution. Students on Program Caution who fail to complete their final Research Practicum paper by the last day of classes of the Fall semester of the third year will be placed on probation.

**ELIGIBILITY TO SERVE AS A RESEARCH MENTOR.** Research and dissertation supervision will be limited to those faculty members who have a regular or tenured Graduate Faculty appointment and active research programs; that is, faculty members who are collecting and analyzing data, whose program is superordinate to any individual research project, and whose work is being published.

**RESEARCH PRESENTATIONS.** Students are strongly encouraged to present their research at appropriate conferences or conventions, and required to present at one conference or convention. In addition, each student is expected to present their research twice during their graduate training in PSYC 6603: Professional Issues in Clinical Psychology.

**SUBMISSION FOR PUBLICATION.** Students are required to submit at least one article or book chapter for publication. It is not required that the submission is accepted for publication.

**ETHICAL RESEARCH-RELATED BEHAVIOR.** Research mentors are responsible for making sure that students are completely familiar with and abide by the research sections of the APA Ethical Principles and Code of Conduct, including the sections regarding authorship. In addition, during the first semester students must complete the IRB online tutorial and provide a copy for their student record.

## 9. CLINICAL TRAINING

Clinical training will begin in students' second year and will continue throughout their tenure in the program. The components of clinical training include Practicum in Clinical Psychology, supervised by Clinical Program Faculty and community supervisors. All students are expected to treat clients in the Program clinics starting in their second year and continuing through the remainder of their graduate training.

**ARRANGING FOR THERAPY SUPERVISION.** At some time prior to the beginning of the Fall semester, students will be invited to indicate to the Director of the Raimy Clinic any preferences they might have concerning therapy supervisors. Because it is not always possible to accommodate the first choices of students, those with greater seniority and those who have not previously obtained a preferred supervisor will be given priority for a particular supervisory assignment.

**PROFESSIONAL RESPONSIBILITIES IN THE RAIMY CLINIC.** Professional activities in the Raimy Clinic include the careful preparation and maintenance of client records. The Director and/or Associate Director of the clinic will monitor client records to assure that record keeping is current and professionally maintained according to the Colorado Licensing Law. Failure to complete records in a timely manner will result in a lowered grade for practicum.

**RESEARCH PROGRAM IN THE RAIMY CLINIC.** Because the Raimy Clinic is viewed as a facility that serves both a clinical training and a research training function, every client at Raimy is considered a research client. The research component will routinely include: (a) an initial psychological assessment of each client; and (b) some form of documentation of the therapeutic work. These data should be available for assessing the efficacy of clinical interventions as well as for other research studies as seem appropriate. Research activities that go beyond these routine clinical research practices will ordinarily need to be approved by the University of Colorado at Boulder IRB.

**ETHICAL AND LEGAL CLINICAL BEHAVIOR.** Clinical supervisors are responsible for making sure that students are completely familiar with and abide by the clinical intervention sections of the APA Ethical Principles and Code of Conduct and the Laws of the State of Colorado.

**EXTERNSHIPS:** Students may obtain additional clinical training experiences outside of the clinics operated by the Clinical Program. Prior to accepting an externship, students must complete an Externship Permission Request Form, and this form should then be updated each semester. The form specifies whether they are involved in any external clinical placements, and if so, the name of the placement(s). All such work must be conducted under appropriate supervision and in accordance with APA ethical guidelines. At least a portion of the supervision provided by the externship must involve direct observation by the supervisor (e.g., video or one-way mirror). University liability insurance will only cover appointments in Raimy and Wardenburg. Therefore, you must make arrangements to obtain liability insurance to ensure coverage at other sites (e.g., Mental Health Partners, Safehouse, the VA) or confirm with the site that their liability covers you as a paid or unpaid volunteer.

**POLICY REGARDING PRIVATE PRACTICE:** Although the state of Colorado has a registered psychotherapist designation, the Clinical Program strongly discourages students from engaging in private practice while enrolled in the program. Under no circumstances will the private practice of counseling be considered part of a student's academic program, practicum, or externship experiences. All student externship experiences must take place in a recognized counseling organization, with qualified on-site supervision provided. There are **no exceptions** to this policy.

Should students engage in the private practice of counseling, they must be aware that their practice is not part of their academic program at the University of Colorado Boulder. Furthermore, it is

both illegal and unethical for students (or any clinician) to practice outside the scope of their professional training and qualifications. Therefore, the program specifically restricts all matriculating students from engaging in their own private practice activities (i.e., for-profit delivery of therapy or counseling services) unless qualified to render such services. A student engaged in the independent delivery of any service reasonably construed as psychological or counseling in nature must notify the DCT about such activities in writing. Failure to comply with the aforementioned policies (including failure to notify the DCT or falsely representing qualifications) will be vigorously pursued and may result in dismissal from the program.

## 10. THE M.A. DEGREE

The M.A. Degree is fulfilled by a minimum of 30 semester hours in psychology including the completion of the second-year Research Practicum paper. As noted earlier, the proposal for this project must be approved no later than August 15 following the student's first year in the program. The Research Practicum paper must be presented to the student's committee and approved by September 30 of the third year.

An Application for Admission to Candidacy for the M.A. Degree must be obtained from the Graduate School at <<http://www.colorado.edu/graduateschool/academic-resources>> or the Clinical Program Assistant and filled out at least one month prior to the time the student wishes to receive the degree. The completed Application for Admission to Candidacy Form should be signed by the student's research mentor, approved by the Director of Clinical Training, signed by the Director of Graduate Studies, and submitted to the Graduate School through the Clinical Program Assistant with a copy in the student's record.

At least one month prior to completion of the work, the Master's Examination Form must be completed and the three-member committee approved by the Director of Graduate Studies. The form is then submitted for approval by the Graduate School through the Clinical Program Assistant, and a copy is placed in the student's record. After all requirements for the M.A. degree are completed (including approval of the Research Practicum paper), the Master's Examination Form must be signed by the three committee members and resubmitted to the Graduate School, with a copy of the final document placed in the student's record. This form is also available on the Graduate School website at <<http://www.colorado.edu/graduateschool/academic-resources>>.

The Graduate School has deadlines for submitting all the required paperwork. Please see the Graduate School calendar at <<http://www.colorado.edu/graduateschool/calendar>>. Students should consult with the Clinical Program Assistant to ensure that all paperwork is completed by the required deadlines.

The student must submit the online application to graduate to the Graduate School by posted semester deadline dates to receive a Master's Degree Diploma. Students interested in participating in campus-wide commencement ceremonies should review the information at <<http://www.colorado.edu/commencement/>> and students interested in participating in departmental ceremonies should contact the Assistant to the Chair for more information.

## 11. THE PH.D. COMPREHENSIVE EXAMINATION

The Comprehensive Examination consists of two parts: (a) two written assignments and (b) a successful Dissertation Proposal meeting.

**WRITTEN ASSIGNMENTS.** Students may meet this first comprehensive examination requirement by completing any combination of two of the following three options, including completing two written assignments from the same category:

1. First-authored empirical paper
2. First-authored review paper
3. Substantive grant application (typically an NRSA Predoctoral Fellowship, or F31. Proposals for NSF graduate fellowships do not fulfill this requirement because they are so abbreviated.)

For the first two options, the quality of the paper should be suitable for journal submission. The substantive portions of the papers must be completed after entering the program, even if they include data that were collected prior to entering the program. The Research Practicum paper used to fulfill the requirements for the M.A. degree cannot be used to fulfill the comprehensive examination requirements.

Students may get approval to have another type of written assignment count toward the first part of the Comprehensive Examination (e.g., a review paper that is published in a book chapter; a first-authored empirical paper that has been changed significantly from the Master's Thesis) by petitioning the clinical faculty members from the Doctoral Committee, who must review and approve the two completed written assignments before the student can convene the Dissertation Proposal meeting. The student should complete the Comprehensive Exam Approval form, have it signed by his/her research mentor and the Clinical Program Faculty members from the Doctoral Committee, and submit it to the Clinical Program Assistant.

Students are encouraged to submit the papers for journal review and the grant application for funding consideration. However, even if the papers are not accepted by a journal or the grant is not selected for funding, the completed written assignments may still fulfill the requirements for the Comprehensive Examination.

**DISSERTATION PROPOSAL.** The second part of the Comprehensive Exam is the Dissertation Proposal meeting. The Dissertation Proposal meeting typically must be successfully completed by September 30<sup>th</sup> of the student's 5<sup>th</sup> year in the Program. Some students who elect to complete the dual Ph.D. in psychology and neuroscience or the certificate in behavioral genetics have successfully petitioned to extend this deadline until September 30<sup>th</sup> of the 6<sup>th</sup> year due to the additional coursework that is required to complete the dual degree or certificate. These and all other petitions must be submitted to the full Clinical Faculty for review and approval.

At least two weeks prior to the Dissertation Proposal meeting, the student must do the following:

1. Fill out an Admission to Candidacy for the Ph.D. Degree form and have it signed by the research mentor and the Director of Graduate Studies. The form will be submitted to the Graduate School through the Clinical Program Assistant, with a copy filed in the student's record.
2. Fill out a Doctoral Examination Report form (available at <http://www.colorado.edu/graduateschool/academic-forms>) or in the Clinical Program office; see "Approval of Doctoral Committee" section below) and have the five-member committee approved by the Director of Graduate Studies and by the Graduate School (through the Clinical Program Assistant). After the Comprehensive Exam has been completed and

approved (i.e., the two written assignments are accepted and the Dissertation Proposal meeting is successfully conducted), the form must be signed by all committee members and resubmitted to the Graduate School (through the Clinical Program Assistant), with a copy filed in the student's record.

3. Distribute a draft of the dissertation proposal to the Doctoral Committee.

**DOCTORAL COMMITTEE.** Every Ph.D. dissertation committee in the Department of Psychology and Neuroscience shall consist of five members of the Graduate Faculty; four of the committee members must be members of the Psychology faculty and one must be a faculty member in another department. Two core Clinical Program Faculty members must be on the committee, and one member of the committee must be in the Department of Psychology and Neuroscience but outside the Clinical Program. Individuals who are not full-time Faculty members at the University of Colorado Boulder may apply for a special Graduate Faculty appointment. Alternatively, such individuals can simply serve as additional members beyond the required five member committee.

**APPROVAL OF DOCTORAL COMMITTEE.** The Director of Graduate Studies and the Graduate School must approve the committee. Students will complete the Doctoral Examination Report and submit it to the Clinical Program Assistant to obtain approval. Once this committee list is placed on file, removal of any faculty member from this committee shall require the approval of the Director of Graduate Studies.

The committee members will then sign the form once the student has completed the Comprehensive Exam. After all signatures have been obtained, the original form must be submitted to the Graduate School and a copy placed in the student's record.

**DISSERTATION PROPOSAL.** The dissertation proposal should include a detailed description of the research plan. After preliminary approval of the dissertation proposal has been obtained from the dissertation chair, the student must submit the proposal to the four other faculty members comprising the dissertation committee and then schedule a meeting or meetings that under ordinary circumstances all committee members will attend, so that the five members of the dissertation committee can consider the proposal together and officially approve it. The proposal must be distributed to the entire committee at least 14 days prior to the proposal meeting, unless an alternative timeframe is approved by the entire committee. This proposal meeting must occur by September 30<sup>th</sup> of the 5<sup>th</sup> year unless the student has successfully petitioned for an extension of this deadline. The proposal should be accepted by the committee prior to the beginning of data collection for the dissertation, or prior to the beginning of analyses if the dissertation is based on existing data. The dissertation proposal must be approved before a student will be eligible to *apply* for internship.

Completion of the requirement for committee approval of the dissertation proposal assures students that plans for the dissertation have been carefully examined and approved in advance by their dissertation committee members, and that the proposal constitutes a quasi-contractual agreement between the student and the dissertation committee members regarding the dissertation. Students may register for dissertation credit hours while in the process of working on their dissertation proposal, subject to the limitations outlined under the "Curriculum" section above.

Unless a petition is approved to extend the deadline, students who do not complete the two written assignments or successfully complete the Dissertation proposal meeting by September 30 of the 5<sup>th</sup> year will be put on Program Caution and must complete all the examination by May 1 of the following year. Students who do not satisfactorily complete these requirements by May 1st of the 5th year will be put on probation. However, due to the increased course load, several students who are completing the BG certificate or dual Ph.D. in psychology and neuroscience have successfully petitioned for approval to extend the deadline for these requirements by one year.

Following successful completion of the Comprehensive Exam and Graduate School approval of the Admission to Candidacy, students must register continuously.

## 12. THE PH.D. DISSERTATION

A student who has completed the required course work, passed the Comprehensive Examination, and been approved for Admission to Candidacy becomes a Doctoral Candidate. Students will receive written notification from the Graduate School of admission to candidacy. On-campus students admitted to candidacy for the doctoral degree will register and be charged for a minimum of 5 hours of dissertation credit for each subsequent semester of doctoral work. Students who are off-campus and using no university facilities whatsoever must register for 5 hours of dissertation credit. Continuous registration during the academic year (not summer) will be required until completion of the dissertation defense. It is expected that the student and research mentor will consult each semester as to the number of hours for which the student will register, consistent with the classification identified above. Failure to remain continuously enrolled for the required number of dissertation hours will result in a loss of candidacy status, and the student will be required to retake the Comprehensive Examination to regain approved status.

Students who have not defended their dissertations prior to leaving for internship must apply for a Leave of Absence and Withdrawal before leaving campus <<http://www.colorado.edu/registrar/students/withdraw-cu/leave-of-absence>>. Failure to register for Leave of Absence constitutes a failure to remain continuously enrolled for the required number of dissertation hours. If this occurs the student's status will be discontinued and the student will be required to reapply for admission.

**COMPLETED DISSERTATION.** At least two weeks prior to the Final Defense of the dissertation, students must again complete a Doctoral Examination Report. This procedure is the same as that employed in completing the form at the time of the Comprehensive Examination. After the dissertation chair has approved the dissertation, the student submits it to the members of the dissertation committee, giving them a minimum of 14 days to read the manuscript, unless an alternative timeframe has been approved by the entire committee. The Graduate School has information on the procedures for the final oral exam and the filing of the dissertation online at <<http://www.colorado.edu/graduateschool/academics/graduation-requirements/doctoral-graduation-information>>. Approximately two weeks before scheduling the final defense, the student should complete the appropriate Graduate School forms, available from the Clinical Program Assistant.

To pass the Final Defense of the dissertation the student needs four positive votes at the final oral defense. The dissertation must be correct as to form, style, and content. Information on correct form and style may be found on the Graduate School website at <<http://www.colorado.edu/graduateschool/academics/graduation-requirements/doctoral-graduation-information>>. Where style and form are not indicated in Graduate School materials, the student should be guided by the *American Psychological Association Publication Manual* (6th Edition, 2009). The student should expect the committee to require some revisions of the dissertation to be completed after the defense meeting and before the Dissertation is submitted to the Graduate School for publication. The student should also allow additional time to complete any formatting changes required by the Graduate School prior to the deadline to electronically submit the final copy of the dissertation for publication.

**DISSERTATION CREDIT HOURS.** Students must have a minimum of 30 hours of dissertation thesis credit. Course work and work on the dissertation may proceed concurrently in any combination throughout the doctoral program. An additional 10 hours may be earned during the semester in which the student passes the Comprehensive Examination, and the final 10 hours may be earned in subsequent semesters (i.e., the spring semester after the dissertation proposal).

### 13. CLINICAL INTERNSHIP

An internship is required before the granting of the Ph.D. degree. Students may not apply for an internship until all requirements are completed through the Dissertation Proposal phase of graduate study.

Students may defend their dissertation at any point but they will not be approved for graduation until the internship is completed. The university does not require enrollment for credit after the dissertation defense, but the diploma is not awarded until the department indicates that the student has met all the requirements for graduation (which for the Clinical Program includes completion of the internship). Any student who chooses not to complete an internship must officially withdraw from the Clinical Program by sending a letter to the Director of Clinical Training. The student may petition the department for permission to obtain a general Ph.D. in Psychology (if they have successfully met the department's requirements), but is not a graduate of the Clinical Program.

If a student wishes to go to a non-APA approved internship, the student must petition the Clinical Program Faculty for permission. The decision is based on the judged adequacy of the clinical experiences and the adequacy of supervision.

Completing the dissertation before starting the internship has the advantage of freeing time for a total investment in the internship experience. If the dissertation has been defended prior to internship, continuous registration does not apply. However, if a student plans to return to finish the dissertation, s/he should apply for a Leave of Absence. This ensures that the student will remain in good standing in the University system. If the student wishes to enroll for courses or dissertation credit during the internship year, the student will be responsible for paying full tuition and fees. A student must be registered for at least 5 doctoral dissertation credits during the semester in which s/he defends the dissertation.

**14. CLINICAL PROGRAM DEADLINES**

<u>Program Requirement</u>	<u>Deadline</u>
Complete NIH or HRC Ethics Tutorial	January 1, 1 <sup>st</sup> year
Master's Proposal Approval Form	August 15 following 1 <sup>st</sup> year
Master's Exam Report - naming committee for Grad School approval	August, 2 <sup>nd</sup> year* (one month or more prior to the meeting)
Application for Candidacy for MA	August, 2 <sup>nd</sup> year*
Application to Graduate (online)	Graduate School deadlines*
Master's Exam Report (signed by 3 readers)	September 30 following 2 <sup>nd</sup> year
Comprehensive Exam Part I Agreement Form	May, 4 <sup>th</sup> year
Comprehensive Exam Part I Completion Form (signed by research mentor and Clinical Program Faculty members from the Doctoral Committee)	Prior to Comprehensive Exam Part II – Dissertation Proposal meeting
Doctoral Exam Report – naming committee for Grad School approval (Comprehensive Exam)	One month or more prior to the Comprehensive Exam Part II – Dissertation Proposal meeting
Ph.D. Application for Candidacy (Graduate School Rule)	Two weeks or more prior to the completion of the Comprehensive Exam
Doctoral Exam Report (signed by committee of 5) (Part 2 of Comprehensive Exam)	September 30, 5 <sup>th</sup> year
Doctoral Exam Report – naming committee for Grad School approval (Dissertation Defense)	One month or more before Dissertation Defense meeting
Dissertation Defense Graduate School paperwork (abstract leaflet; final exam form signed by committee; application to graduate; final grade card)	Graduate School deadlines*
Final copy of Dissertation formatted according to Graduate School requirements; Dissertation Signature Page	Graduate School deadlines*

\*Check the Graduate School deadlines for graduation requirements by semester.

<http://www.colorado.edu/graduateschool/academics/graduation-requirements>

Please contact the Clinical Program Assistant at each step of the program to be sure all the proper paperwork is filled out correctly, signed, and filed with the proper authority.