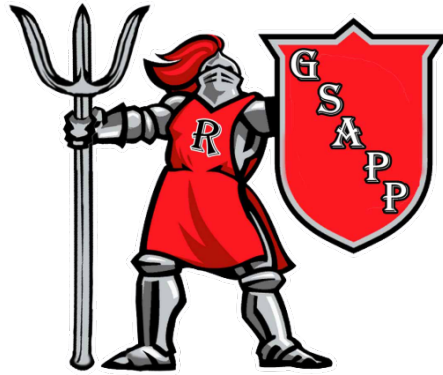


# Student Handbook



**Rutgers University**

**Graduate School of Applied and Professional Psychology**

**Rev. Aug, 2017**

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## **I. UNIVERSITY POLICIES and REGULATIONS**

All University polices on *Academic Integrity* can be found at:  
<http://academicintegrity.rutgers.edu/>

Policies on the University's *Code of Student Conduct* can be found at:  
[http://academicintegrity.rutgers.edu/files/documents/UCSC\\_2013.pdf](http://academicintegrity.rutgers.edu/files/documents/UCSC_2013.pdf)



## II. ETHICAL ISSUES

### ETHICAL GUIDELINES FOR STUDENTS AND GRADUATES

All students and graduates are expected to conform to both the letter and the spirit of: (1) the American Psychological Association's "Ethical Principles of Psychologists and Code of Conduct" as published in the 2002 American Psychologist; and (2) the provisions of the New Jersey Psychologist Licensing Law. For more details on APA ethical guidelines go to: <http://www.apa.org/ethics/code/index.aspx>.

1. Students have an obligation to be familiar with the APA Ethics Code. Lack of awareness or misunderstanding of an ethical standard is not a defense against a charge of unethical conduct.
2. Students can not represent themselves as being in possession of the doctoral degree either orally or in writing, directly or by implication, until all formal requirements for the degree have been satisfactorily completed. Students with advanced degrees in areas other than clinical, school or organizational psychology should not use the initials from the other degree when they are in any way identified as a student at GSAPP or in a psychological setting.
3. It is inappropriate to append "PsyD student" after your name; this could be confusing to a layperson.
4. Graduate students, interns, postdoctoral trainees, and applicants for licensure are permitted to function under the supervision of a licensed psychologist. None may use the title psychologist, but titles such as psychological trainee, psychological intern, psychological resident, and psychological assistant would be permissible under this exemption. The supervising psychologist is responsible for the actions of the student, trainee, or assistant.
5. A student should guard against finding himself or herself in a position of having the final clinical responsibility for his or her work. (This is important ethically and legally in our increasingly litigious society.)
6. A new graduate is legally ineligible and should not represent himself or herself in New Jersey as a "psychologist" (e.g., not even on an announcement card). It is permissible, after completion of degree requirements but prior to receiving a New Jersey license, to write your name and degree, but no more. (Note: an individual who is not licensed but who is employed on a regular basis by some appropriate bona fide non-profit agency may so represent him or herself as long as it is made explicitly and unequivocally clear in oral and written communications that she or he works only for the agency or agencies concerned and is not offering his or her services directly to the public.)
7. It is recognized that school psychologists who are certified by the state board of education are permitted to use the term school psychologist or certified school psychologist as long as they are practicing in the public schools. Such persons shall be restricted in their practice to employment within those settings under the purview of the state board of education

8. Policy Regarding Code of Conduct of Students:

- a. If a student within the Doctoral School or Clinical Psychology Program at the Graduate School of Applied and Professional Psychology (GSAPP) is suspected of breaching a code of conduct of Rutgers University, the American Psychological Association, the Graduate School of Applied and Professional Psychology, the Doctoral School Psychology program, or the Doctoral Clinical Psychology program, as defined and described in relevant codes and standards, such student shall be brought before the faculty of his or her respective program for review and discussion of particular charges associated with the overall charge of breach of conduct.
- b. Any member of the GSAPP community may initiate a charge of breach of conduct by communicating said charge to the Program Director of the student's doctoral program (school or clinical). Program faculty will consider the matter brought before them. The faculty may obtain additional information about the student from other sources and make recommendations for further action with respect to the charged student.

## ETHICAL ISSUES

### STUDENT RECORDS AND PRIVACY

"Individual Rights and Institutional Responsibilities: The Family Education Rights and Privacy Act--Student Records and Privacy" details your rights to privacy.

You are encouraged to read through your program file with your advisor each semester, especially during registration. This file contains course, practicum, and faculty evaluations. It is always open to you. Your advisor should request the file from the Administrative Assistant and you and your advisor should go over it together. The advisor returns the file to the Administrative Assistant.

Students may not remove their files from the Administrative Assistant's office.

## ETHICAL ISSUES

### STUDENT THERAPY

The choice to seek therapy or not is completely up to the individual student, and students should not feel pressured either way about participating in therapy during their graduate training. If you are interested in therapy, the faculty would like to be helpful in finding appropriate therapists, but we cannot guarantee it. Your program's director, assistant director, director of the psychological clinic, or practicum director can direct you to some faculty who are willing to help you in this process. The faculty will serve as confidential contacts and have good knowledge of therapists in many geographical areas and orientations. Feel free to discuss what you would like with any of them. Keep in mind that the search for a good match in a therapist is part of what clients must go through, and it is another valuable lesson in your training. Many people are frustrated in this search. Beyond time, insurance and money considerations, finding a good match of personality, orientation and style in a therapist is an important task that will require some patience on your part. It is a firm GSAPP policy that current GSAPP faculty members (core, visiting, contributing, or joint appointment faculty who are teaching for GSAPP) are precluded from becoming a psychotherapist for any GSAPP student, regardless of the student's programmatic affiliation.

This policy does not exclude students from becoming involved in a psychotherapeutic relationship once they have graduated from GSAPP. Field supervisors are exempted from this procedure because it would eliminate a valuable resource for current students. If an entering student has already established a therapeutic relationship prior to the student's admission, it is expected that the therapist and student will manage that relationship using the best professional judgment.

## ETHICAL ISSUES

### ACADEMIC INTEGRITY

1. Unless faculty informs you otherwise, papers are to be written in APA style. In writing papers remember these points to ensure academic integrity:

- a. If you cite someone else's ideas, in that person's own words, you must put quotation marks around the words and indicate where they came from.
- b. If you cite someone else's ideas, in your own words, you must indicate where the ideas came from.
- c. Changing a word or two in someone else's sentences is not appropriate when presenting the ideas and words as your own.

2. The University Code of Academic Integrity

- Academic Integrity
- Rutgers University Interim Academic Integrity Policy

Please visit: <http://academicintegrity.rutgers.edu/>

Since adherence to a code of conduct can be seen as a function of socialization into the group whose norms are reflected in such a code, culpability may be assessed differentially for those with more and less experience as members of the academic community; thus, violations of academic integrity by graduate students will presumably be penalized more severely than violations by first semester undergraduate students.

## ETHICAL ISSUES

### SEXUAL HARASSMENT OR INTIMIDATION

Rutgers University reaffirms its desire to create a work environment for all employees, and a study environment for all students, that is fair, humane, and responsible--an environment which supports, nurtures, and rewards career and educational goals on the basis of such relevant factors as ability and work performance...

Sexual harassment--of employees by superiors or of students by faculty or administrators--which imposes a requirement of sexual cooperation as a condition of employment or academic advancement, is inimical to this environment. The University deplors such conduct as an abuse of authority. Whenever knowledge is received that a sex-based condition is being imposed, prompt and remedial action will be taken.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or admission to an academic program; (2) Submission to or rejection of such conduct is used as the basis for decision affecting an individual's employment status or academic standing; or (3) Such conduct has the purpose or effect of substantially interfering with an individual's performance on the job or in the classroom or creating an intimidating, hostile, or offensive work environment.

Complaints alleging sexual harassment are to be lodged with your Department Chair, and/or the Deans' Office in GSAPP, and/or the Affirmative Action Officer.

## ETHICAL ISSUES

### STUDENT GUIDELINES FOR EMPLOYMENT

Students may accept stipends or pay when rendering professional psychological services (as defined by the New Jersey Licensing Law and the associated regulations from the State Board of Psychological Examiners Laws) when such services are provided as part of: (a) a formal practicum placement that has been approved by the student's department, or (b) a research project (e.g., research assistantship, paid diagnostician).

Outside of these two settings, students may pursue employment that requires the rendering of professional psychological services, but the student must: (a) not represent themselves as Rutgers or GSAPP students during their employment with any outside agency and (b) not professionally misrepresent themselves in accordance with regulations from the New Jersey State Board of Psychological Examiners. As an example, a student who has not yet been conferred a doctorate in psychology shall not represent themselves as a psychologist or a GSAPP student when performing any professional activities. Furthermore, the employing agency should be aware that it assumes all liability for any professional activity conducted by the employee during his or her employ. Employment activities will not be covered under Rutgers or GSAPP liability coverage.

GSAPP does not regulate employment that students procure that does not involve any professional psychological services.

Students who hold a certificate in school psychology may obtain employment as a certified school psychologist.

## ETHICAL ISSUES

### STUDENT GUIDELINES FOR CONTRACTUAL RELATIONSHIPS WITH FACULTY

Direct student payment to faculty for educational services is ordinarily not permissible. If you wish to utilize the educational services of a part-time or full-time faculty member for a time commitment beyond that which the faculty person has committed to GSAPP, and which would require an additional reimbursement to make the particular service available to you, talk with your Department Chairperson. Your department takes the responsibility to find appropriate educational services from the GSAPP's pool of reimbursed or volunteer faculty members. Students are not permitted to pay directly for supervision or other services.

If you wish GSAPP to sanction a private contract with a faculty member for educational services, you must first submit a written statement to the Department Chair stating:

- the nature of the educational services required;
- the faculty member with whom you wish to contract privately;
- the rate of reimbursement;
- the reasons why that faculty member is uniquely suited to provide the services;
- why it appears that this service cannot be provided within the educational program as offered to all students.

Only if the Department Chair provides written approval can you legitimately proceed to contract privately for the educational service.



### **III. REGISTRATION**

#### **REGISTRATION PROCESS**

- 1) Read the GSAPP Course Description Guide and the Schedule on the website at:  
<http://gsappweb.rutgers.edu/cstudents/registration/semesterinfo.php>.
  
- 2) Registration for the fall semester begins in mid-spring. Registration for the spring semester begins in mid-fall. Registration is conducted online <https://sims.rutgers.edu/webreg/>. The registrar will mail registration instructions to all currently registered students at their address of record several weeks prior to the beginning of registration. Students may access the schedule of classes and the registration calendar, as well as other registration services at <http://registrar.rutgers.edu>.
  
- 3) Changes of registration may be conducted at the Registrar's website through the end of the drop/add period (first two weeks of the semester) as announced in the Registrar's registration instructions and at the Registrar's website. 'W' grades will be assigned to courses dropped after the announced drop/add period. Refunds will not be issued for grades unless the student is withdrawing from the entire semester within the first six weeks of the semester, and then the refund will be prorated.

## REGISTRATION

### CONTINUOUS REGISTRATION

#### Conditions of "Continuous Registration"

Generally, students should register for at least 3 credits each Fall and Spring semester until they defend their Dissertation and meet all the requirements of the program for graduation. Students are permitted, however, to register for 1 dissertation credit for one semester only.

Students who have completed all course requirements and have taken 9 credits of Dissertation and 6 credits of Internship and plan to defend by the October 1 deadline should not register for that Fall semester. However, if you fail to meet the October deadline, you will be back registered for 3 credits of dissertation for the Fall.

For maintaining Continuous Registration during internship, see the following section below in this Handbook: "Internship Requirements: General Internship Information for all PsyDs"

A student's failure to maintain Continuous Registration may result in termination from his or her GSAPP Program.

Students who fail to maintain continuous registration by the end of the add/drop period (10 days after the semester has begun) are subject to formal termination from the program by the Program Chair.

#### Re-application and Readmission to the Program

If students are terminated from the program, they cannot resume graduate study unless they formally re-apply to the program for readmission.

Formal re-application means that the prospective student must submit a new application for admission to the Office of Graduate and Professional Admissions. (Applicants may request that previously submitted records be used.) The letters of recommendation should originate from faculty members at Rutgers with whom the student previously studied. In all other respects, including payment of the application fee and submission of official transcripts of all previous academic work, the application procedure is the same as the first application for admission.

#### For Students with Financial Problems in Paying for Continuous Registration

Students who have a particularly difficult time paying for a semester's registration have the opportunity of seeking a loan from the Dean's Fund.

- NOTE: Students wishing to exercise this option for a particular semester should submit their request in writing—including a rationale for the request—to GSAPP's Dean *no later than two weeks before the beginning of the semester.*

- Students who borrow registration money from the Dean's Fund are required to repay all loans from the Fund before they can be certified for graduation.

## REGISTRATION

### LEAVE OF ABSENCE/MATRICULATION CONTINUED

All matriculated students must be in continuous registration for every fall and spring semester. Students satisfy this requirement by registering for such coursework or dissertation study as may be required according to their program proposal.

Leaves of absence are not ordinarily granted. If such a leave becomes necessary, the student must submit a written request detailing reasons to his or her adviser and department chair. Such an approved leave, however, does not extend the time limitations for the degree.

Students may only register for 0 credits of Matriculation Continued if they make a request in writing and have received written approval from the Program Director for a leave of absence for a specified time period. Copies of such correspondence should be placed in the student's files in the Administrative Assistant office. Such leave does not extend the University imposed time limitations for completing the degree: 7 years for students entering with a Master's degree in Clinical Psychology, or with a School Psychology Certificate; 8 years for those coming with a B.A., BA+, or non-psychology advanced degree.

Students who are obliged to interrupt their studies may, with the approval of their departmental chairperson, register for matriculation continued (leave of absence). There is no tuition fee for this registration although a small fee is charged. This category of registration is available only to students not present on campus and not using faculty time or university research facilities. Those students who are away from campus but working on their dissertations and in contact with their committees register for a minimum of 3 credits per semester, either for work on their dissertation or for internship credits. Students are permitted to register for 1 credit for their dissertation work in any one semester, in lieu of the 3 credit requirement.

## REGISTRATION

### INDEPENDENT STUDY POLICY

If you wish to register for an Independent Study, see the Coordinator of Student Services in A309. A maximum of 6 credits of Independent Study may be counted towards the required number of graduate credits for Clinical Psychology students.

## REGISTRATION

### LATE REGISTRATION

The payment of tuition and fees is part of the registration process, and registration is a prerequisite to class attendance. Continuing students who fail to register during the regular registration period may register during scheduled late registration periods. Currently a late fee of \$125 is assessed. *You can either submit a check, pay online by echeck, or by credit card (2.2% fee).*

## REGISTRATION

## BILL PAYMENT

Continuing students who register on time will receive a term bill approximately eight weeks before the start of the term, with instructions for payment. Students may make arrangements with the Cashier for deferred payments when necessary. **All students**, including those with fellowships, loans, or TAs, must make contact with the Cashier following University instructions, or your registration will be cancelled. You will then have to go through the registration process again with the possibility of being closed out of courses. If you have a temporary financial problem, contact the Cashier's Office *for a payment plan or the Student Coordinator for other options*.

GA/TAs and Fellowship students must submit the term bill and return it to the Cashier with a signed Tuition Remission Application form (RT 100), available in Room A311. The form needs to be completed each semester.

## REGISTRATION

### REGISTRATION FOR COURSES THAT ARE OFTEN OVER-SUBSCRIBED

The Course Descriptions, which are disseminated approximately one month before registration for the next semester, will state if the instructor has placed a specific limit on the number of students who may be accepted in the course for defined pedagogical reasons.

In order to address the issue and alleviate the problem of students being bumped from courses they have registered for, the following policy has been implemented:

The Student Services Coordinator will conduct a preliminary registration two weeks prior to the registration period asking students to let her know which of the over-subscribed courses they are planning to take. Students who respond are committed to taking the class. If they do not respond, they will not be considered for the class if it is over-subscribed.

If a large number of students wish to take the class, the Student Services Coordinator will ask the instructor to choose who will take the class and to share with those who responded what selection criteria were used. Then, only those students who are chosen can register for the class.

## REGISTRATION

### DEREGISTRATION AND HOLDS

The university's firm policy is that a student's registration will be cancelled prior to the beginning of a semester if she or he has one or more financial obligations (including overdue library books, parking tickets, etc.) that total \$100.00 or more; deregistration will occur even if you have paid the tuition and fees for the semester. You will have to register again for all classes after paying your debt. If you pay your debt by check, you can reregister only after the check has cleared.



## REGISTRATION

### CREDIT HOUR PREFIXES ON THE TRANSCRIPT

a. **E** – Only clinical students are given E credits for their work as full-time teaching, graduate, or research assistantships. These E credits are listed on your official transcript but *are not* counted *into* the total number of *regular* credits for which you are registered each semester and *are not* counted towards the number of credits needed to graduate. NOTE: Prior to fall 2014, clinical students also received E credits for practicum and for seeing clients in the Psychological Clinic. E credits are no longer being given for these purposes starting in fall 2014.

b. **N**-- Not for Credit--you are officially auditing the course.

c. **G** --You are taking a 300 or 400 level course for graduate degree credit. (Matriculated students only).

## REGISTRATION

### MINIMUM AND MAXIMUM REGISTRATION

- a. The unit of credit used in Rutgers registration is based in part upon a measure of time, with 1 credit equal to 50 minutes a week for a 15 week semester. For statistical, veteran certification and health insurance purposes, a full-time student is defined as one who is taking nine or more credit hours. To maintain matriculation, students need to be registered for 3 credits per semester until they graduate. Tuition is charged by the credit up to 12 credits.
- b. Full-time GAs/TAs register the full-time assistantship (two days per week) for 6-E credits.
- c. Clinical Psychology students are permitted to register for up to four 3-credit courses in a given semester. If students are interested in taking a fifth 3-credit course, they must seek approval from the department chair before registering. First through third year clinical students are required to register for .5 clinic credits each semester. Advanced students (fourth year and beyond) who see a client through the Clinic must sign up for .5 clinic credits each semester that they are seeing a client. All clinical students who are enrolled in a practicum are required to register for .5 practicum credits in the Fall and Spring semesters.
- d. School Psychology students who wish to register for more than 18 credits must have their advisor's approval and receive special permission from their Department Chairperson.

## REGISTRATION

### AUDITING

a. Before registering to audit a class, students must obtain permission from the instructor. They may then register for, and attend the course without receiving academic credit towards the doctoral degree. The credit prefix should be noted as an "N" (not for credit towards graduation.) Students must pay the normal tuition and perform all the assigned work, with the exception of the final examination or final paper. The course and a grade of S (Satisfactory) or U (Unsatisfactory) will be listed on your official transcript. Although course credit will not be given toward the degree because a student will not fulfill all requirements, a grade of "S" indicates the student has the requisite knowledge attained by any other student passing the course.

b. With the written concurrence of the course instructor, the student may switch from regular credits to an official audit **prior to the fifth class meeting** of a ten or fifteen week course which is not a program or school requirement. Such a request will not be accommodated after this period.

## REGISTRATION

### WITHDRAWAL FROM ALL COURSES

For refund purposes, a student who wishes to withdraw from *all* courses does so by submitting a written notice to the Registrar. If the notice is received prior to the first day of the term, there will be no entry made on the student's transcript and a full refund of tuition and student fees will be issued. If the notice is received on or after the first day of the term, he or she will receive grades of **W** (withdrawn). Any student, who leaves the University without officially withdrawing, will receive a failing grade in all courses. The date on which the Registrar receives written notice will govern the academic and financial consequences of withdrawal.

Written notification of withdrawal to the Instructor, Advisor, and Program Director does not fulfill your obligation to communicate in writing with the Registrar in all matters pertaining to withdrawal. However, you are asked to meet with your Program Director or Advisor before taking such a precipitous step.

## REGISTRATION

### GSAPP ALUMNI REGISTRATION FOR COURSES

All courses are open to alumni as official audits (you must register and pay for credits) on a space available basis. The Coordinator of Student Services Office will handle the registration details.

## REGISTRATION

### CLASS ATTENDANCE

Attendance at all regularly scheduled meetings of a course is expected. Students are permitted to make-up required course work and examinations missed as a result of authenticated absences. It is expected that you will contact the instructor in advance if you know you will be absent from a particular class.

### RELIGIOUS HOLIDAYS

"It is the policy of the university to excuse without penalty students who are absent because of religious observance and to allow the make up of work missed because of such absences. Examinations and special required out-of-class activities shall ordinarily not be scheduled on those days when religiously observant students refrain from participating in secular activities. Absences for reasons of religious obligation shall not be counted for purposes of reporting." University Senate Policy A-7905

### CANCELLATIONS DUE TO WEATHER

The President of the University or a designated official is authorized to cancel classes at the University or any of its parts in the event that weather conditions so dictate. During severe weather conditions, announcements will be made over local radio stations and the principal broadcasting stations in New York and Philadelphia. Cancellations and information regarding delayed openings and closings will be made available at the Rutgers New Brunswick Campus Operating Status Page -- <http://campusstatus.rutgers.edu>.

## GRADING PROCESS

### DEFINITION AND GOALS

- a. Students are graded in each course at the end of each term. GSAPP uses the following grades for GSAPP courses (begin with the prefix 18):

A	Outstanding
B+	Intermediate grade
B	Good
C	Grades of C do not count toward graduation
F	Failing
INC	Incomplete
S	Satisfactory (given for dissertation work and for audited classes that have been completed satisfactorily)
U	Unsatisfactory (given for dissertation work and for audited classes that have not been completed satisfactorily)
PA	Pass (given for practicum and internship when completed satisfactorily)
NC	No credit (given for practicum and internship when not completed satisfactorily)

- b. All courses receive letter grades as listed above. Official Audits receive **S** or **U**.

## GRADING PROCESS

REMEDIATION POLICY for GSAPP courses that begin with the prefix 18 in which a student gets a grade of C or lower or a grade of No Credit for practicum or internship.

Remediation Policy for REQUIRED Courses:

- a course used to fulfill a program requirement which can be met only by taking that specific course (e.g., Adult Psychopathology, Professional Development, etc.); or
- a course used to fulfill a departmental requirement which can be met only by taking that course as a member of a specific category of courses, the category defining the limits and nature of the requirement (e.g., application courses).

If a student receives a grade of C or lower, or No Credit for such a required course, then:

1. Course Instructor notifies Advisor and Program Director,
2. Course Instructor recommends remedial action (retake course, undertake some other activity related to the course in question, or no action) to Program Director and Advisor,
3. Advisor conveys remedial requirement(s) to student,
4. If the student satisfies remedial requirement(s) sufficiently then the instructor changes the grade,
5. Written verification filed in both student's departmental file and *student coordinator's* file,
6. Grades of C cannot be counted toward graduation credit.

Remediation Policy for NON-REQUIRED Courses

If a student receives a grade of C or lower, then:

1. Course Instructor notifies Advisor and Program Director,
2. Advisor takes responsibility for meeting with the student in question,
3. Advisor makes determination of what, if any, remediation will be undertaken,
4. Student is responsible for obtaining written verification, signed by Advisor, of satisfactory completion of remedial requirement or of no action,
5. Written verification filed in student's department file only,
6. Grades of C cannot be counted toward graduation credit.



## GRADING PROCESS

### POLICIES ON INCOMPLETES

a. The Faculty strongly discourages incompletes. The requirements for all courses and their time parameters are to be clearly delineated in each course, as well as those conditions under which an incomplete request may be considered. In a very few courses it may be impossible for students to complete a consultation, test protocols, etc., for reasons beyond the student's control. In such limited cases, or for severe health or family problems, a student may request an extension of time to finish course requirements.

b. Under **rare** circumstances a further extension may be considered as follows: Students must give a written request to the course instructor before the deadline date, specifying the reason for an extension and suggesting a new time deadline. If the instructor does not give approval, a grade of "F" will be recorded unless work is completed and received by deadline date. If the instructor gives written approval for an extension, students must give the original copy of the signed approved request to the Department Chair and one copy to the Administrative Assistant to be filed in the student's folder.

c. This policy on incompletes does not apply to Dissertation credits.

d. School Psychology Students: Three grades of "Incomplete" on a school psychology student's record are grounds for probation. A school psychology student with three or more grades of "Incomplete" on his/her record will not be allowed to register for additional courses until all coursework in uncompleted courses is completed and "Incompletes" are replaced with grades.

If a school psychology student has a grade of "Incomplete" on his/her record, required coursework must be completed within the timeframe required by the instructor, but no longer than one year from the end of the semester in which the course was taken. Grades of "Incomplete" will turn to grades of "F" after one year.

School psychology students will not be eligible for internship until all grades of "Incomplete" are satisfactorily completed and removed from the record. The chair will not sign off on the internship application until all incomplete grades are removed. School psychology students will not be eligible for certification until all grades of "Incomplete" are satisfactorily completed and removed from the record.

e. Clinical Psychology Students: Clinical students who have 3 incompletes on their transcript because of work that they failed to complete will be considered for probation. Incompletes in GSAPP general clinic or practicum credits will count toward this number. This will not apply to instances where the incomplete is due to the teacher's failure to grade an assignment or when the completion of an assignment is contingent on clinical work that has been delayed due to reasons outside the student's control (e.g., a case has yet to be assigned to a student in a first-year therapy sequence course).

If a clinical psychology student has a grade of “Incomplete” on his/her record, required coursework must be completed within the timeframe required by the instructor, but no longer than one year from the end of the semester in which the course was taken.

Clinical psychology students will not be eligible for internship until all grades of “Incomplete” are satisfactorily completed and removed from the record. The chair will not sign off on the internship application until all incomplete grades are removed.

## GRADING PROCESS

### DEPARTMENTAL EVALUATION OF STUDENTS

Attendance in GSAPP is a privilege and not a right. Accordingly, each department evaluates each student a minimum of twice a year at departmental faculty meetings.

Clinical Program - a student's continuation in the program will be questioned if s/he receives a total of any combination of 3 INC's (which have not been remediated to completion), NC's, or C's on her/his record, and/or failure of the written or oral comprehensive examination. Faculty will also judge the appropriateness of students continuing in the program based on supervisor evaluations, classroom attendance and behavior, and professional comportment.

School Program - all required courses must be passed with grades of "B" or better. One grade of "C" in a required course, 1 grade of "NC" in a required practicum, or three grades of "Incomplete" are grounds for probation. Grades of "C" in two required courses, or a combination of two grades of "C" and "NC" in required courses and practica, will be grounds for termination. Two grades of "C" in one required course, resulting from a second registration in a course after obtaining an initial grade of "C", will also be considered grounds for termination.

## GRADING PROCESS

### GSAPP STUDENT/FACULTY ADJUDICATION OF ACADEMIC EVALUATION PROBLEMS

Student complaints about grades are reviewed in a progression from Course Instructor to Advisor to Department Chair to Dean, whose decision is final. If a student feels that the evaluation is not indicative of performance, s/he is obligated to see the Instructor who assigned the grade. The two should attempt to reach a mutually satisfactory resolution, by submitting a Change of Grade online if deemed warranted.

Beyond the level of the Advisor the student must specify in writing the basis of the complaint. A complaint on grading must be initiated within one month of the student's receipt of the official grade. If the Department Chair happens to be the faculty member whose grading is questioned, then the role of Department Chair is to be assumed by a faculty member appointed by the Dean.

This procedure is designed to lead to a resolution of all incidents of disagreement over academic evaluation between a student and instructor, with the exception of the Comprehensive Examination and the Professional Dissertation.

All faculty must recognize their obligations to be available to discuss academic matters with students, to be available for review of papers with students, and to assist the University in making and defending academic decisions.

## GRADING PROCESS

## OTHER STUDENT GRIEVANCES

Student complaints with regard to faculty, supervisors, and/or the program, other than about grades, should be discussed first with the person who is the object of the complaint and then the Department Chair or the student's Advisor. If the complaint cannot be resolved with the Advisor, then the complaint should be taken to the Department Chair, the Clinic Director, or the Practicum Coordinator, whoever is most closely involved. If the complaint is not resolved through either informal or formal processes at these levels, then the student may take the matter to the Dean

## **PROCEDURES FOR WARNING OR PROBATION**

### **ACADEMICS**

All students are evaluated by the faculty of their program at least twice each academic year. The department faculties reserve the right to give an academic warning or to place on probation any student whose academic standing falls below standards. These standards are outlined below for each program.

Clinical Program - a combination of three grades of “C” or lower in coursework, “NC” (No Credit) in practica, supervisory courses or internship, or “INC” (Incomplete) on a student’s record are grounds for probation.

School Program - grades of “C” in two required courses or a combination of three grades of “Incomplete” “C” or “NC” on a student’s record are grounds for probation.

#### **Probation**

For the School Psychology Program, all required courses must be passed with grades of "B" or better. One grade of "C" in a required course, 1 grade of "NC" in a required practicum, or three grades of "Incomplete" are grounds for probation.

#### **Termination**

For the School Psychology Program, all required courses must be passed with grades of "B or better. Grades of "C" in two required courses, or a combination of two grades of "C" and "NC" in required courses and practica, will be grounds for termination. Two grades of "C" in one required course, resulting from a second registration in a course after obtaining an initial grade of "C", will also be considered grounds for termination.

## PROCEDURES FOR WARNING OR PROBATION

### PERSONAL OR PROFESSIONAL BEHAVIOR

When the probation or warning decision involves faculty or supervisors' judgments of personal or professional behaviors with implications for the student's suitability as a professional psychologist, the Program Director shall appoint a faculty committee to meet with the student and review the alleged deficiencies prior to faculty action.

Following faculty action, a letter shall be sent to the student notifying him or her of the decision and detailing the terms of warning or probation. In the event that the student wishes to contest the decision he or she should send a letter to the Department Chairperson specifying the basis for the appeal. Grounds for appeal include errors of fact, technical errors, new information and extenuating circumstances. The Chairperson must receive this letter within 3 weeks of the date the letter of warning or probation is postmarked. The faculty will convene within one month of the student's appeal to review the decision. In the event that the appeal is made at the end of the academic year and faculty are not available for such a meeting, it will be held at the earliest possible date in the Fall semester. The department chair will notify the student in writing of the outcome of this appeal. Following departmental action the student may make a final written appeal to the Dean. No further appeal is allowed. The Dean's decision to uphold, to modify, or to remand the probation decision is final.

## PROCEDURES FOR WARNING OR PROBATION

### REMOVAL FROM PROBATION

A student may be removed from probation by majority vote of the departmental faculty at a regularly scheduled department meeting, if it is their judgment that the student's progress warrants such action.

For the Clinical Program, the student must successfully address all conditions that led to probationary status as specified in the faculty action letter.

For the School Psychology program the student must successfully address all conditions that led to probationary status, and must complete an additional full semester in which all course grades are "B" or above, with no incompletes or problems related to professional behavior.



## PROCEDURES FOR WARNING OR PROBATION

## PROCEDURES FOR SUSPENSION OR DISMISSAL

The department faculty reserves the right to require withdrawal of any student who does not maintain standards of scholarship or personal character as understood in general professional conduct or professional conduct as defined by APA and faculty standards.

At least twice each year, faculty will review student performance in courses, practicum settings, clinical casework, comprehensive examinations, and/or internship evaluations. If the faculty are concerned about a student's performance, the Program Director assigns a faculty member to meet with that student, conduct an assessment of the student's issue, and report back to the departmental faculty no later than the following month during the academic year. Any recommendation to suspend or dismiss a student will be decided by majority faculty vote. Any recommendation for academic suspension or dismissal is communicated in detail in writing to the student, sent by email and registered mail with return receipt requested, with a copy kept in the student's files of the department. This letter is to be sent to the student within 10 working days of the department faculty's recommendation. In the cases of suspension, terms of re-instatement are described in detail.

If the student wishes to appeal, he or she must request in writing a meeting with the Program Director stating the grounds on which an appeal is made: errors of fact, technical error, new information, and/or extenuating circumstances. This appeal must be made within three weeks of the date of the signed receipt of the departmental letter. During the academic term, the departmental faculty shall convene no later than one month after receipt of the student's written appeal. The decision made at this third meeting is sent in writing to the student within 10 days.

A final appeal may be requested in writing to the Dean. The Dean's decision to uphold, to modify, or to remand the suspension or dismissal decision is final. No further appeals are allowed.

Students who are suspended may not continue coursework in progress at the time of the suspension, nor register for courses until the suspension is lifted. The suspension will be lifted upon majority vote of the department faculty at a regularly scheduled meeting.

Once a student has been terminated from GSAPP, if he or she wishes to apply for readmission at a later date, it is necessary for the former student to go through the complete application process, as any other candidate for admission. No special procedure will be used.

Faculty may terminate a student who does not complete all the requirements of the program within the time limitations stipulated.

## ADVISING

### ADVISORS

Advisors help guide students along their individual career paths by aiding them in developing themselves as professional psychologists. Advisors assist students in planning how to gain knowledge about programmatic or career details and offer advice once a student has researched options. Advisors may facilitate students' development toward achieving professional goals, including:

- Finding and pursuing appropriate practicum and internship opportunities.
- Considering various courses and dissertation topics.
- Developing networking skills and competencies in students' areas of interest.
- Developing interests in practice, theory, and research.

Advisors act as liaisons between faculty and students, reporting on their progress at biannual faculty meetings. In order to provide accurate information, students should inform their advisor of their workload, performance, and progress through the program (i.e., whether the student is on track, has an academic and professional plan appropriate to his/her stage in the program, and a realistic timeline for achieving his/her goals). Optimally, the advisor and advisee would meet each semester during the student's first two years at GSAPP, and as needed thereafter, to keep the advisor apprised of information relevant to this part of his/her role. In the few occasions where students' advisors are not core, visiting, or joint faculty in their own departments, students must ensure that the outside advisor provides brief updates to the chair each semester about these students' progress on the dissertation, orals, other relevant milestones, and responses to departmental communications.

At its best, the advisor/advisee relationship is a collaborative, working relationship in which both students and advisors share a common understanding of the roles and responsibilities of each member. Students are encouraged to initiate and maintain the degree of student-advisor contact they desire. It is acknowledged that faculty members vary in their specific approach to the advising process and students vary in their needs and preferences. Consequently, it is important to communicate one's needs and preferences and to provide feedback to develop mutually rewarding advisor-advisee roles.

Students are not limited to their advisors in pursuing their professional development, and many find valuable resources through practica, visiting faculty, peers ahead in the program, research projects, dissertation committees, or membership in professional organizations. In these cases, it is important to keep the advisor updated on one's progress so the advisor can provide accurate information to the rest of the faculty, as needed.

While the intention is to make good faculty-student matches, when students' interests and preferences do not sufficiently match those of their advisors, the student may search for a suitable match with another faculty member. If the new advisor agrees, then the student informs the administrative assistant who changes the department records. Once the change is finalized,

the administrative assistant then notifies the Coordinator of Student Services. Finally, once a student has a dissertation chair, it is common to have less contact with one's advisor. In fact, some students may decide to have their chairs become their advisors. In such a case, the student needs to obtain the chair's agreement, and follow the aforementioned procedures to change the advisor-of-record. For the students whose dissertation chairs are not core, visiting, or joint faculty in their own departments, it is recommended that they maintain advisors in their department, so as to keep the faculty updated regarding their progress.

## ADVISING

### MENTORS

The role of mentor extends beyond the function of advising to become a closer and more active relationship between a faculty member and student. S/he offers advice and encouragement and is willing to take the time to help you become established as a professional psychologist, assisting and respecting your choices. To find a mentor, make appointments to spend a half-hour period with different faculty members so they begin to know you as an individual. The mentoring relationship hinges on the interaction between the student and faculty member.

It is in your best interest to seek a mentoring relationship with someone on the faculty. That person may be a member of the core, joint, or visiting faculty, or may be a contributing faculty member, practicum or clinical supervisor. Regardless of his or her specific role at GSAPP, this should be a person whom you respect, who shares your values, and who can guide you in the development of your career choices. Your Mentor may very well be the person who directs your dissertation, but that is not always true. Some students may find it useful to have more than one person fill the mentoring role to meet diverse interests.

If your Mentor is a member of the full time, joint or visiting faculty, he or she may serve the function of advisor in the Clinical Psychology Department. In the School Psychology Department, advisors must be members of the core faculty. If your mentor is a clinical supervisor or contributing faculty member (i.e., someone who teaches a single course) you will need an Advisor as well.

The role of mentor is an informal one -- there is no list of assigned mentors nor is there any paperwork designating someone as your Mentor. First and second year students are urged to identify faculty members with whom you believe you could work closely and to explore that working relationship through such means as becoming involved in their research, requesting him/her as a supervisor, and/or advisor.

## **IV. GENERAL DEPARTMENTAL ACADEMIC DEGREE REQUIREMENTS**

### **PsyD CREDIT REQUIREMENTS**

The Graduate School of Applied and Professional Psychology offers a professional degree, the Doctor of Psychology. It is conferred in recognition of marked scholarship, ability, and distinguished achievement in investigation and evaluation of a special area within the field.

### **CREDIT HOUR REQUIREMENTS**

- a. Clinical Psychology Program: A minimum of 93 course credit hours, 1080 practicum hours, and 1,750 hours of internship are required for completion of the clinical program.
- b. School Psychology Program: 127 credits are required including 75 didactic course credits, 37 practicum/practicum supervision credits (includes externships, supervision, and Clinic hours), 6 internship credits, and 9 dissertation credits. A minimum of 1150 practicum hours are required. A minimum of 1500 internship hours are required.
- c. While students with prior training entering at an advanced level may be exempted from courses when their backgrounds justify this, some GSAPP programs have established some courses as essential for all students, regardless of background. Refer to the GSAPP catalog.
- d. Full-time/Part-time Credit Hour Requirement: students entering at the bachelor's level (without advanced status) must devote a minimum of three years of full-time study, plus one year of an approved internship.

### **School Psychology Requirements – Minimal levels of achievement**

1. The student must pass all required didactic courses with grades of “B” or better.
2. The student must complete all required practica with grades of “P” (pass).
3. The student must complete the required 3 clinic credits with grades of “P” (pass).
4. The student must pass the general comprehensive exam.
5. The student must receive ratings of at least “competent for an entry level psychologist” on final faculty ratings for all program competencies.
6. The student must pass the school psychology specialty comprehensive exam (PRAXIS).
7. The student must pass the school psychology oral comprehensive exam.
8. The student must complete an internship that meets school psychology program criteria with a grade of “P” (pass).
9. The student must successfully complete and defend a dissertation.

### **Clinical Psychology Psy.D. Requirements – Minimal levels of achievement**

1. The student must pass all required didactic courses with grades of “B” or better.
2. The student must complete all required practica with grades of “P” (pass).
3. The student must complete the 3 required clinic credits (.5 in each semester in years 1-3) with grades of “P” (pass).

4. The student must pass the general comprehensive exam.
5. The student must pass the clinical psychology comprehensive exam.
6. The student must pass the clinical psychology oral exam.
7. The student must complete all competency benchmarks (novice, intermediate, and advanced levels), consistent with the program's training goals and objectives. If students did not "meet expectations" on a particular competency in a given year, the student must show evidence of achieving this benchmark by the time of graduation.
8. The student must complete an internship that meets clinical psychology program criteria with a grade of "P" (pass).
9. The student must successfully complete and defend a dissertation.

## PsyD REQUIREMENTS

### TIME LIMITATION

If a student does not complete the program within the stipulated limits, he or she will be terminated unless their faculty grants a written extension with a specific date and/or timetable for completing the program.

- a. A student admitted to the doctoral program at the bachelor's degree level must complete all requirements of the program within eight years of first registration as a degree student in GSAPP.
- b. A student who has been accepted at an advanced level (a Master's degree in clinical psychology for the clinical program or a school psychology certification prior to enrollment in the school program) must complete all requirements of the program within seven years of the first registration in GSAPP.
- c. An approved leave of absence does not extend the time limitations.
- d. The Department Chair may grant an extension of time for completion of the degree under the following conditions:
  1. The student shall have completed all requirements except the dissertation or internship.
  2. The student must request an extension in writing, including written evidence of progress on the dissertation or internship, setting forth a realistic timetable for their completion.
  3. The student may have to appear at a hearing of a Departmental Committee, whose members are designated by the Department Chair, appointed to consider whether to grant approval of the extension.
  4. The department may choose to place additional requirements on the student as a condition for granting the extension since the student has not fulfilled the time limits as contracted in the Program Proposal. Additional requirements can include interim submission of material (e.g., submitting dissertation material in writing every three months) or other requirements to demonstrate satisfactory completion of the program.
  5. Given these four conditions, an extension shall be granted only under extraordinary conditions and at the recommendation of the dissertation committee.

## PsyD REQUIREMENTS

### TRANSFER OF CREDITS

- a. No more than 30 credits may be officially transferred to the Rutgers transcript. No credit may be transferred for an independent study, thesis, research, internship or work undertaken in a non-graded course.
- b. The official transfer of credits is affected through completing a transfer of credit form. This is typically done as part of the Program Proposal but can be completed beforehand. The responsibility for requesting transfer of credit lies with the student.
- c. Transfer of credit is given only for graduate-level courses in which grades were B or better. It is the student's responsibility to complete required forms for transfer of credits.



## PsyD REQUIREMENTS

### TRANSFER OF PROGRAMS WITHIN GSAPP

A student who wishes to transfer from another Rutgers program or from one GSAPP program to another must go through the regular admissions procedure, and will be expected to take a minimum of 45 credits in that program and satisfy all other requirements of that program (i.e., Comprehensive Examinations, Practica, etc.).

## THE PsyD PROGRAM PROPOSAL

### DESCRIPTION AND PROCEDURES

The Program Proposal is a written agreement between the student and GSAPP of your anticipated progress through the program. Students are expected to complete their program proposals by the end of the Spring semester of their second year. Advanced students should meet with advisors as soon as possible to discuss course waivers, program requirements, and electives. Until a student has a signed, approved Program Proposal, he or she is subject to all new requirements, which the program or the department or GSAPP puts into effect. All students are required to have an approved program proposal on file in the program's office before taking the Comprehensive exams. Program Proposal forms with instructions are available from the administrative assistant.

Any changes to required courses that are made after the Program Proposal form has been signed must be documented by completing and returning the Program Proposal Course Change form available online at <http://gsappweb.rutgers.edu/cstudents/forms/Program%20Proposal%20Changes.pdf> Minor modifications (such as changing which elective you plan to take) can be made to your Program Proposal without such notification.

### WAIVER PROCESS

Courses may be waived by the GSAPP course instructor if she or he has satisfied that course by possessing sufficient knowledge, skill, and experience relative to the particular course's content. Any course waived must have a grade of "B" or better.

a. Currently, the only waiver exam offered is Statistics and Cognitive Assessment offered in the School Psychology program. Students who are interested in taking these waiver exams should directly contact the course instructor.

b. For any other course, the instructor may sign the pink course waiver form or require any combination of the following tasks before signing the waiver:

1. an oral test of course content;
2. a simulation problem or exercises relative to course content;
3. a written paper as a response to an issue, question, or task relative to the course
4. attendance in selected course classes/meetings, which cover areas of content that were not included in the student's prior courses/experiences;
5. a written waiver exam. See Student Services Coordinator for schedule of dates.

c. A practicum waiver (green sheet in the Advanced Status Program Proposal Form) requires specific information on the agency, population served, supervision, and number of supervised hours. To waive some of the required practicum hours, this form must be signed by the Coordinator of Practicum Training.

## THE PsyD COMPREHENSIVE EXAMINATION

### DESCRIPTION

The purpose of the Comprehensive Examination is to establish high standards of mastery for the integration of knowledge representing what should be known by professional psychologists, and the ability to express that knowledge. Prospective candidates for the doctorate will not be permitted to proceed to the Comprehensive Examination unless their record in course work and supervision demonstrates evidence of satisfactory progress toward doctoral-level practice. This evidence consists of both grades from course instructors and/or written evaluations from supervisors. Successful completion of all three parts of the exam, General, Program Specialty and Program Oral Specialty, is required before the Dissertation Defense can be held. Students should take the general and program segments of the exam as soon as possible after completion of courses that address exam content.

No student may take any segment of the Comps until an approved Program Proposal is on file. In the School Psychology Program, approval by the student's Advisor is necessary.

- The General Exam is given once a year, usually in late July.
- The Clinical Program Exam is given once a year in July, usually the week following the General Exam.
- The School Program Exam is the Praxis II School Psychologist Test administered through the Educational Testing Service (ETS).
- Students schedule the Program Oral Specialty Exam.

## THE PsyD COMPREHENSIVE EXAMINATION

### FORMAT

The Program Segment is designed separately for students in each Program and requires knowledge of the particular discipline (e.g., School & Clinical Psychology), which the student is pursuing. Clinical Psychology students may take the clinical case question of the clinical program exam separately one year and the remainder of the exam the following year in order to fulfill the requirements of the PsyM degree. To do so, students must notify their administrative assistant before the clinical exam commences.

## THE PsyD COMPREHENSIVE EXAMINATION

### GRADING OF THE COMPREHENSIVE EXAMINATION

The Department Chairs or their designees from among GSAPP faculty choose readers for each question. Students are anonymous to the reader. All students receive written notification of the results of the examination. A student's responses and the rating sheets with readers' comments will be available in the Administrative Assistant's office after written notification has been sent out to all students.

Clinical program students take both a General Exam and a Clinical Program Exam.

School program students take a General Exam and must pass the Praxis with the score required for Nationally Certified School Psychologist (NCSP) status by the National Association of School Psychologists. Students must take the Praxis exam before they begin their Internship. If they do not pass the exam with the score required for NCSP status, they must retake the exam every subsequent time it is offered within a reasonable distance from their geographic location until they have obtained a passing score for NCSP status.

Grading rules described below for the General Exam apply to both Clinical and School program. Grading rules described below for the Clinical Program Exam only apply to the Clinical Psychology program.

Within each of the segments, grading will be on a five-point scale.

Satisfactory	Unsatisfactory
1 = Excellent	3 = Borderline
2 = Good	4 = Fail
2.5 = Pass	

The grading procedure for each question of the General and Clinical Program segments are:

Grade Given by Reader #1	Grade Given by Reader #2	Grade Given by Reader #3	Question Response Rated as
1, 2, or 2.5	Not sent further	Not sent further	Satisfactory
3 or 4	3 or 4	Not sent further	Unsatisfactory
3 or 4	1, 2, or 2.5	1, 2, or 2.5	Satisfactory
3 or 4	1, 2, or 2.5	3 or 4	Unsatisfactory

Passing the General Exam requires that the student receive scores of 1, 2, or 2.5 on all 4 questions of the General Exam. Passing the Clinical Program Exam requires that the student receive scores of 1, 2, or 2.5 on all 4 questions of the Program Exam.

Conditional passing of the General Exam consists of receiving a rating of 1, 2 or 2.5 on at least two questions of the General Exam. Conditional passing of the Program Exam consists of receiving a rating of 1, 2, or 2.5 on at least two questions of the Program Exam. In order to convert the conditional pass to a pass, the student needs to remediate any questions that received a borderline grade (score of a 3) and/or needs to retake any questions that received a failing grade (score of a 4) at a subsequent Comprehensive Examination administration. Procedures and timelines for remediating and retaking questions are described below.

Failure of the General Exam consists of receiving a rating of 3 or 4 on three or four questions on the General Exam. Failure of the Clinical Program Exam consists of receiving a rating of 3 or 4 on three or four questions on the Clinical Program Exam. This requires retaking the General Exam and/or Clinical Program Exam as described below.

	1. GENERAL COMPS	2. Clinical PROGRAM COMPS
<b>GRADING</b>		
Full PASS	Passing 4 of 4 questions (score of 1, 2, or 2.5).	Passing 4 of 4 questions (score of 1, 2, or 2.5).
Conditional PASS	Passing 2 or 3 questions (score of 1, 2, or 2.5), receiving a score of borderline (3) or failure (4) on 1 or 2 questions.	Passing 2 or 3 questions (score of 1, 2, or 2.5), receiving a score of borderline (3) or failure (4) on 1 or 2 questions.
FAILURE	Unsatisfactory rating (score of 3 or 4) on 3 or 4 questions.	Unsatisfactory rating (score of 3 or 4) on 3 or 4 questions.
<b>REMEDICATION AND RETAKES</b>		
Full PASS	None required.	None required.
Conditional PASS when non-passed items receive a borderline grade (score of 3 from both graders or score of 3 and 4)	Remediate unsatisfactory question(s) by meeting with a faculty member and completing assigned remediation. Remediation must be completed satisfactorily by June 1 of the year following the Comps Exam for grade to be converted from a Conditional PASS to a PASS.	Remediating unsatisfactory question(s) by meeting with a faculty member and completing assigned remediation. Remediation must be completed satisfactorily by June 1 of the year following the Comps Exam for grade to be converted from a Conditional PASS to a PASS.
Conditional PASS when non-	Retake unsatisfactory	Retake unsatisfactory

<p>passed items receive a failing grade (score of 4 from both graders)</p>	<p>question(s) the next time the exam is offered. Question(s) must receive a passing grade (score of 1, 2, or 2.5) at the subsequent administration for grade to be converted from a Conditional PASS to a PASS.</p>	<p>question(s) the next time the exam is offered. Question(s) must receive a passing grade (score of 1, 2, or 2.5) at the subsequent administration for grade to be converted from a Conditional PASS to a PASS.</p>
<p>FAILURE</p>	<p>Retake the entire General Exam the next time the exam is offered. All questions must receive a passing grade (score of 1, 2, or 2.5) at the subsequent administration or a borderline grade (score of 3) that is successfully remediated for the student to PASS the General Exam.</p>	<p>Retake the entire Clinical Program Exam the next time the exam is offered. All questions must receive a passing grade (score of 1, 2, or 2.5) at the subsequent administration or a borderline grade (score of 3) that is successfully remediated for the student to PASS the Clinical Program Exam.</p>

## THE PsyD COMPREHENSIVE EXAMINATION

### REMEDICATION AND RETAKES

Remediation – if remediation is required, the student will be notified in writing by the Department Chair about the remediation procedure that will be employed to remedy the unsatisfactory responses. Students who have to remediate a question(s) will receive a form to be completed by the remediating faculty member. It is the student's responsibility to have the form available when the remediation is completed. The form and the remediated written response are given to the Administrative Assistant. Remediation needs to be satisfactorily completed by June 1<sup>st</sup> of the year following the original Comprehensive Examination for a conditional pass to be converted to a pass. If it is not satisfactorily completed, this counts as a failure and the student needs to retake the question(s) the next time the exam is offered. This retake counts as another administration of either the General or Clinical Program Exam.

Retakes – if a retake is required for a question or questions on either the General Exam or the Program Exam, the retake of the question(s) occurs at the next scheduled comps administration. This counts as another administration of either the General or Clinical Program Exam. If a retake is required for the entire General Exam or the entire Clinical Program Exam, the retake occurs at the next scheduled comps administration. This counts as another administration of either the General or Clinical Program Exam.

Successfully remediating a question or questions does not count as a retake. Any time a student needs to retake a question or questions at a subsequent comps administration, this is considered a retake. Students are permitted a total of two administrations (the initial examination and one retake) of the General Exam and a total of two administrations (the initial examination and one retake) of the Clinical Program Exam.

If a student does not successfully pass the written Comprehensive Examination in two administrations, the faculty will vote on whether the student will be terminated from the program. If there are unforeseen, extenuating circumstances that can be documented and verified, the student may petition the Program Chair in writing to review his or her record. The Chair will then provide arbitration.

#### a. Clinical Psychology Students

Clinical Psychology students need to successfully pass the General and Subject Examinations before applying for internship. Most students will take the Comprehensive Examination in the summer after 2<sup>nd</sup> year and not apply for internship until the fall of their 4<sup>th</sup> or 5<sup>th</sup> years. In this case, completing any needed remediations or retakes can easily occur in the timeline outlined above (remediations need to be satisfactorily completed by June 1<sup>st</sup> of the year following the original Comprehensive Examination; any questions that need to be retaken will be retaken at the next scheduled comps administration and need to receive a passing grade). On rare occasions, students who enter GSAPP with advanced standing will plan to apply for internship in the fall of their 3<sup>rd</sup> year, soon after the administration of the Comprehensive Examination. These students should note that they still need to successfully pass the General and Subject Examinations before



applying for internship. Grades for the Comprehensive Examination are given to students in the middle of October. If remediation is required, students will only have a very small window to complete remediation before internship applications are due. The faculty will work with such students to try and expedite the process. If a student fails a question or questions, the student will not be able to apply for internship until they have retaken the failed questions at the next scheduled comps administration the following summer. Students who are planning on applying for internship on this expedited course should make their advisor, Department Chair, and clinical administrator aware of this plan before they take the Comprehensive Examination.

## THE CLINICAL ORAL EXAMINATION

### *PURPOSE AND PHILOSOPHY OF THE CLINICAL ORAL EXAM*

The Clinical Oral Examination in the Department of Clinical Psychology requires the Clinical Psychology candidate to demonstrate, both in written and oral form, the ability to assess, formulate, treat and evaluate his or her work on a clinical case. In most instances, a student will present an individual psychotherapy case for the Clinical Oral Examination. It is also acceptable to present a group, couple, family, or therapeutic classroom intervention as long as the write-up and oral defense illustrate the student's ability to conceptualize, plan, implement, monitor and discuss the therapeutic intervention and its underlying theoretical principles. Because the Clinical Oral Examination is a formal process, and an individual work sample, the Clinical Oral Examination differs in significant ways from the more informal and collaborative style of many class projects. It asks that the student take on the role of a professional presenting to other professionals, prepared to succinctly present the essentials of a case and to defend a point of view.

The Clinical Oral Examination must be passed by June 1<sup>st</sup> of the year that a student plans to apply for internship. This means that most students will take the exam during their third or fourth year of the program, or when they, their advisor and their clinical supervisors feel the student is ready to apply for internship. It is recommended that students choose a relatively recent case for the Clinical Oral Examination that best represents their clinical work. Students should be aware that the Clinical Oral Examination committee may ask the student to remediate the Oral Examination and that such remediation needs to be completed by June 1<sup>st</sup> of the year that a student plans to apply for internship. Thus, students are advised to schedule the initial Clinical Oral Examination by May 1<sup>st</sup> so there is time to complete any needed remediation.

### *PROCEDURES FOR THE CLINICAL ORAL EXAM*

1. The student will choose a theoretical orientation and the department administrative assistant, in consultation with the department chair, will assign an Oral Examination Committee to examine the student. The Committee will be comprised of two clinical psychology faculty members who did not supervise the case, who are not serving on the student's dissertation committee (if known), and who are of the theoretical orientation(s) requested by the student.
2. Students should contact their Oral Examination Committee immediately after the committee is assigned and schedule their examination date well in advance – 3 months prior to the projected exam date is prudent. Students are also responsible for reserving a room and any audiovisual or computer equipment necessary for presenting the case.
3. The student is **required** to present as part of the Clinical Oral Examination an audio or video recording of a therapy session with the target client(s). Students are therefore advised during their casework at GSAPP to acquire audio or video recordings of as many therapy clients as possible, to ensure choice of cases to present for clinical orals. In addition, students are advised to negotiate in advance with their practicum supervisors so they can record a session for the purposes of the Clinical Oral Examination. Except in exceptional circumstances, the recording will show the client presented in the case write-up. Any exemption from this

requirement must be approved by the committee. In the case of such an exemption, the committee will request one of the following: 1) an audio or video recording of a similar client utilizing the same theoretical orientation, or 2) a verbatim transcription of a session from the target client in instances where a practicum permits audio or video recording but does not permit the recordings to leave the site. Examiners differ in their preferred methods of using the recorded material, so students should check with members of the Oral Examination Committee about their preferences in this regard when the Clinical Oral Examination is scheduled. It is often recommended that the student be prepared to start the playback of the recording at a crucial or relevant juncture in the session that shows an example of the student's intervention and the client's response to the intervention. However, the committee is entitled to review any segment of the session it wishes.

4. At least two weeks before the Clinical Oral Examination, the student will provide the Oral Examination Committee with a well-organized, cohesive and defensible write-up of a clinical case. The student should be careful to remove information (name, place of residence, employer and other unique identifiers) that could be used to identify the case, in a manner consistent with HIPAA regulations.
5. Guidelines for Case Write-Up: The write-up should be between 15 to 20 double-spaced pages, not including references. The case must be written up in APA format, must include citations to the scientific literature that contributed to conceptualizing the case (including cultural factors), and should include the following information (specified in the Guidelines for the Psychiatric Evaluation of Adults [APA, 2006]), most of which should be familiar to the student from prior coursework:

**I. BRIEF OVERVIEW OF CLIENT**

- a. Case context (e.g., treatment setting)
- b. Brief demographics
- c. Presenting problems
- d. Reason for referral

**II. ASSESSMENT**

- a. History of the present illness
- b. Psychosocial developmental and family history
- c. Mental status examination
- d. Description of systematic assessment which can include: structured interviews, questionnaires, observation etc.
- e. DSM-V diagnosis

**III. FORMULATION AND TREATMENT PLAN**

- a. Guiding theory
- b. Case formulation
- c. Treatment plan

**IV. COURSE OF TREATMENT**

NOTE: Faculty prefer more pages on treatment course and examples of your clinical decision making and application of therapy strategies and fewer pages on client

overview, assessment, and formulation and treatment plan. Please include details and illustrative examples of your specific interventions that match theory and case conceptualization. This could include session-by-session description of treatment interventions or processes or by highlighting examples of interventions that change over different phases of treatment. It will be important for the student to provide specific examples that illustrate, (a) the therapy context that prompted an intervention, (b) the therapist's choice of a strategy/technique to address the issue, (c) a description of the implementation of that strategy/technique, and (d) the effectiveness of that strategy/technique. The goal is to demonstrate the therapist's decision-making process, how one implements therapy interventions (or specific technique/strategies), and one's ability to monitor efficacy of one's interventions.

## **V. THERAPY MONITORING**

NOTE: The importance of using systematic assessment to quantify client progress and outcome is increasingly viewed as necessary to good practice. Systematic assessment permits the clinician to monitor clinical progress and institute "mid-course" corrections in the target case. It is therefore a requirement for all Clinical Oral Examinations to describe and justify how ongoing progress was regularly assessed using systematic observation and/or measures and how this information was used to modify the case formulation, treatment plan, strategies/techniques used, etc. as therapy proceeded. Systematic observation could include structured interviews, questionnaires, observation, description of therapy processes, idiographic target goals or change indices, etc.

## **VI. EVALUATION AND DISCUSSION**

- a. Evaluation of case outcomes based on systematic assessment (note which qualitative and quantitative evaluations were involved)
- b. Challenges encountered in working with the case
- c. Diversity issues raised by the case and differences between you and the client, including but not limited to race/ethnicity, religious or spiritual orientation, gender-related issues, cognitive or physical challenges, and socio-economic levels
- d. Ethical issues raised by this case
- e. Description of supervision process and any supervisory issues that arose during treatment; discussion should reference readings or discussions about supervision covered in relevant courses (e.g., "Supervision & Professional Development")
- f. Description of knowledge and experience gained by the student through his/her treatment of the case
- g. Description of areas for possible future growth

## **VII. REFERENCES**

- a. Citations are to be cited in the style of the latest APA Publication Manual

## **VIII. TABLES AND FIGURES (Optional)**

NOTE: Tables summarizing all the quantitative data collected and figures should be placed at the end of the report

6. Guidelines for Oral Defense: Ordinarily, the clinical oral examination will last between 60 and 90 minutes, so the student and the committee should set aside 90 minutes for the exam. The student should be prepared to offer a brief (5 to 15 minute) grand rounds style case summation, that includes identifying information, the presenting problem, diagnosis and impairment, brief history of the problem and past treatment, conceptualization, and a broad overview of your treatment approach, so as to orient everyone to the case. Brevity is important because one of the skills assessed by the Clinical Oral Examination is the ability to succinctly present to colleagues the essentials of a case. This should all be done in a brief “nutshell summary.” Some examiners will ask questions and have you elaborate on aspects of the case after that, and some examiners may waive this presentation. Although students should write up their case within a particular theoretical framework, they should also be prepared to discuss the case in such a way that a faculty member with a different orientation can discuss with them key aspects of the case. Accordingly, the student should be prepared to demonstrate an understanding of the theoretical framework used in the case, and should be prepared as well to articulate an understanding of the case from an alternative theoretical perspective.

Forms for the oral specialty can be obtained at our website:

<http://gsappweb.rutgers.edu/forms/forms.htm> by clicking on the link Clinical Dept. Policy and Procedure for Clinical Orals, and Forms.

#### *GRADING FOR THE CLINICAL ORAL EXAM*

Passing the Clinical Oral Exam involves the Oral Examination Committee’s judgment that both the clinical write-up of the case and the student’s performance in the oral exam are acceptable.

Conditional passing of the Clinical Oral Exam involves the Oral Examination Committee’s judgment that a section of the Clinical Oral Exam should be revised. This revision may include a subsequent oral examination, a revised case write-up, or a combination of an oral examination and a revised report. These revisions need to be completed within 12 months of the original examination in order for the Clinical Orals to be passed and by June 1<sup>st</sup> in order for a student to be considered eligible to apply for internship in that year. Students are encouraged to schedule the Clinical Orals by May 1<sup>st</sup> at the latest so there is time to complete these revisions before the June 1<sup>st</sup> deadline. Such revisions are not considered a retake of the Clinical Oral Exam if satisfactorily completed within the 12 month period. Failure to complete these revisions within this time frame or producing a revision that the Committee judges to be unacceptable will be considered a failure. This will necessitate that the student retake the Clinical Oral Exam at a later date.

Failure of the Clinical Oral Exam involves the Oral Examination Committee’s judgment that the student has not demonstrated adequate competency in the Clinical Oral Exam. In this case, students need to retake the Clinical Oral Exam. In the case of a failure, the Oral Examination Committee will provide a written summary of the reasons for this decision and will outline the deficiencies that need to be addressed in the second administration of the Clinical Oral Examination. Students should note that the second administration of the Clinical Oral Exam is

not limited to the areas itemized in the written summary. Rather this administration will evaluate all aspects of the student's clinical work, using the same standards set for all students.

The Oral Examination Committee, in consultation with the Program Chair, will decide whether a new case or a new committee is recommended for the second administration of the Clinical Oral Exam. A student can request in writing a new committee for the second administration of the Clinical Oral Exam and the faculty will vote on whether to assign a new committee.

Students are permitted two administrations of the Clinical Oral Exam (an initial examination and one retake). If a student does not successfully pass the Clinical Oral Exam in these two administrations, the faculty will vote on whether the student will be terminated from the program. If there are unforeseen, extenuating circumstances that can be documented and verified, the student may petition the Program Chair in writing to review his or her record. The Chair will then provide arbitration.

## PsyM REQUIREMENTS

Effective October 1996, the Board of Governors of Rutgers, The State University of New Jersey, approved conferral of the degree of Master of Psychology (PsyM) en passant to the doctoral degree. The PsyM is not a terminal degree and will be awarded only to students matriculated in the doctoral program who have completed the requirements of their program as indicated below. There can be no incomplete grades remaining on your transcript in order to receive the PsyM except for dissertation.

Clinical Psychology – requires two full-time years of study at GSAPP. This includes taking or waiving the following required classes: Analytic Foundations, Learning Theory & Cognitive Behavioral Foundations, Systems Theory & Analysis, Adult Psychopathology, Child Psychopathology, Clinical Interviewing & Assessment, Cognitive Assessment, Ethics and Professional Development, and at least 3 credits of statistics. In addition, students will need to take or waive out of 2 of the 3 broad and general courses (Cognitive & Affective Psychology, Biological Bases of Behavior, Social and Developmental Foundations of Human Behavior) before applying for a Masters' degree. Finally, the student must have completed 2 practicum credits and 2 clinic credits and must have passed the General Comprehensive Exam, plus the Clinical Case question, located in the Clinical Program Segment of the Comprehensive Exam.

School Psychology - students must complete all coursework as stated in the model program, be eligible for NJ school psychology certification, and have successfully completed the General Comprehensive Examination.

## **V. THE CENTER FOR PSYCHOLOGICAL SERVICES, PRACTICUM, AND INTERNSHIP REQUIREMENTS**

### **THE CENTER FOR PSYCHOLOGICAL SERVICES**

The Center for Psychological Services is a training unit of GSAPP. It provides a full complement of outpatient services, including psychological and learning disabilities assessment, and individual, group, and family psychotherapy. A sliding scale is available in order to provide services to those who may not otherwise be able to afford high quality therapeutic care. Most services are provided by advanced doctoral students who are closely supervised by faculty.

All clinical and school students are required to see a minimum number of clients through the Psychological Clinic. Please contact the Clinic as early as possible in the semester(s) in which you wish to pick up new clients. A request for a Psychological Clinic Case and/or Supervisor Assignment Form can be obtained from the Clinic Coordinators or the Clinic Office Manager.

Case supervision is provided by faculty on campus, and also by a large cadre of professional psychologists in the local and extended community. With this wide range of supervisors, students can avail themselves of many approaches and orientations to practice.

### **EVALUATIONS AND GRADING**

In the fall and spring semester each clinic supervisor completes a written evaluation for each supervisee based on work during the year. This details the student's performance and response to supervision. A grade of Pass, No Credit, or Incomplete is assigned for the semester by the Clinic Director. A No Credit grade will be given in rare circumstances when the student's work in the clinic is considered unsatisfactory. If Clinic forms and client paper work are not up-to-date at the end of the semester, the student will receive a grade of Incomplete on the Clinic credit. This remains until all Clinic forms are brought up to date for the client; it is then the student's responsibility to initiate a Change of Grade.



## THE CENTER FOR PSYCHOLOGICAL SERVICES

### REQUIREMENTS FOR CLINICAL PSYCHOLOGY STUDENTS

Every clinical psychology student is required to see clients in the general clinic during their first 3 years of graduate school. Cases seen through specialty clinics as part of a practicum (e.g., Tourette's, YAD-C, PACT, DBT clinic) do not count toward this requirement. First year students will see one cognitive-behavioral therapy case and one psychodynamic therapy case to satisfy this requirement. All second year clinical students are expected to participate in the assessment team and may also provide individual, family, or group psychotherapy. Third year clinical students may conduct psychotherapy and/or assessments. A minimum of 3 clinic credits (.5 credits in the fall and spring of Years 1-3) is required for graduation. Students who see clients in the clinic beyond the third year, must continue to register for .5 credits each semester that they see clients.

The Clinic will provide the following:

1. Introduction to Clinic procedures, client management systems, suicide and crisis assessment – This will be provided by the Clinic Director during the student's first year.
2. Therapy Clients – The clinic will provide clinical students with therapy clients during their time at GSAPP. If a student is interested in picking up a case, she/he will be placed on the therapist list for available clients and provided with a client when her/his name gets to the top of the list.
3. Assessment Clients – All second year clinical psychology students will be provided the opportunity to conduct assessments at the clinic in their second year. Third and fourth year students may also pick up assessment cases if there are enough assessment cases to satisfy the requirements of the second year clinical students and the school psychology department.
4. Assessment Training – An assessment training will be offered by the Assessment Director during May or June each year. Attendance at this orientation is required prior to taking an assessment case.
5. Supervision – Students will be provided with a supervisor who is a professional psychologist with appropriate credentials and experience.

Student responsibilities:

1. Students must attend the Clinic orientation when it is provided. If this is not possible, they may view the alternative videos provided by the Clinic Director. Students may not see Clinic cases without completing the Clinic orientation.
2. Students are required to attend the Assessment Team orientation prior to taking an assessment case.
3. Students must register for clinic credits in the fall and spring semesters of their first through third years at GSAPP and in any subsequent semester in which they see clients for psychotherapy and/or assessment.
4. Students must initiate the process of obtaining a Clinic assessment or therapy client by submitting the Case/Supervisor Request Form to the Clinic Director.

5. Students must maintain flexibility in their schedules in order to be able to engage in work in the Clinic, and be cognizant of the fact that client availability may be partially determined by the client's schedule. In addition, since most supervisors are practicing psychologists, supervisor availability may be partially determined by the supervisor's other work commitments and supervision sessions may require reasonable travel to a supervisors' office.
6. Students are expected to work with clients seen in the Clinic until the assessment or intervention is completed in a professional manner. In the case of an assessment this usually means administering tests, writing the report, providing feedback to the client, and making referrals if indicated. For a therapy case it means carrying the treatment to a conclusion agreed upon with the assigned supervisor.
7. Students are responsible for following all Clinic procedures and completing all required Clinic paperwork and record keeping.

## THE CENTER FOR PSYCHOLOGICAL SERVICES

### REQUIREMENTS FOR SCHOOL PSYCHOLOGY STUDENTS

In service of obtaining the broadest possible training for school psychologists, the GSAPP School Psychology Program provides many opportunities for students to master a range of professional psychology skills through various practica. One of those opportunities is through work at the GSAPP Psychological Services Clinic.

Over the course of their training, students are expected to earn three “clinic credits”. These credits are earned by work at the Clinic over the course of six semesters (.5 credits each semester). Students will be exposed to a rich curriculum that involves intake assessments, psychoeducational assessment, and therapeutic services. Student experiences in the Clinic are developmentally sequenced and are often aligned with didactic courses.

Students may earn clinic credits in three ways:

1. They may complete assessment cases in the clinic. One assessment case equals one clinic credit. Students may begin to see assessment cases after completion of the Learning Disabilities course, typically taken during the student’s second year. **At least one clinic credit must be earned through completing an assessment.**
2. They may take a therapy case in the clinic. One case seen during one semester equals one credit; if the treatment extends beyond one semester the student will earn one clinic credit for each semester the client is seen. Students may take a therapy case beginning in their second year.
3. They may see a client in the clinic associated with work in a clinical applications course. One case seen during one semester equals one credit if the course instructor has determined that students will get clinic credit for clients seen in the clinic associated with the course.

The Clinic will provide the following:

1. Introduction to Clinic procedures, client management systems, suicide and crisis assessment - This will be provided by the Clinic Director (Don Morgan) during the students’ first year, second semester.
2. Assessment Clients - All school psychology students will be offered the opportunity to do two assessments at the clinic, thereby satisfying the need for clinical experience and earning the necessary two clinic credits.
3. Assessment Team Training – An Assessment Team training will be offered by the Assessment Team Director (Ken Schneider) during May or June each year. This will provide information about assessing college students (including use of the WAIS) and recommending post-secondary accommodations. Attendance at this orientation is required prior to taking an assessment case.
4. Therapy Clients - If a school psychology student wishes to earn clinic credit through taking on a psychotherapy client, she/he will be placed on the therapist list for available clients and provided with a client when her/his name gets to the top of the list. This is

part of the rotation for clients that includes all students desiring such an experience regardless of program affiliation.

5. Supervision – Students will be provided with a supervisor who is a professional psychologist with appropriate credentials and experience.

#### Student responsibilities:

1. Students must attend the Clinic orientation when it is provided. If this is not possible, they may view the alternative videos provided by the Clinic Director. Students may not see Clinic cases without completing the Clinic orientation.
2. Students are required to attend the Assessment Team orientation prior to taking an assessment case.
3. Students must register for “clinic credit(s)” during the semester that they plan to do assessment or therapy in the clinic (18:821:546 for one credit; 18:821:544 for two credits).
4. Students must initiate the process of obtaining a Clinic assessment or therapy client by submitting the blue Case/Supervisor Request Form to the Clinic Director.
5. Students must maintain flexibility in their schedules in order to be able to engage in work in the Clinic, and be cognizant of the fact that client availability may be partially determined by the client’s schedule. In addition, since most supervisors are practicing psychologists, supervisor availability may be partially determined by the supervisor’s other work commitments and supervision sessions may require reasonable travel to a supervisors’ office.
6. Students are expected to work with clients seen in the Clinic until the assessment or intervention is completed in a professional manner. In the case of an assessment this usually means administering tests, writing the report, providing feedback to the client, and making referrals if indicated. For a therapy case it means carrying the treatment to a conclusion agreed upon with the assigned supervisor.
7. Students are responsible for following all Clinic procedures and completing all required Clinic paperwork and record keeping.

## THE CENTER FOR PSYCHOLOGICAL SERVICES

### CLINIC HANDBOOK

The Clinic Handbook, available on the Clinic website, addresses the procedures to be followed to insure you and your clients obtain maximum benefit from the experience. It should be consulted for all information regarding Clinic procedures and policies including: what services are provided, how one gets started, scheduling appointments, supervision, emergencies, etc.

For the complete Clinic Handbook please see GSAPP Psychological Clinic Director.

## PSYCHOLOGICAL CLINIC

### CONFIDENTIALITY ON CLIENT MATTERS

We cannot overemphasize the need for maintaining absolute confidentiality regarding all client matters. Refer to Psychological Clinic Handbook for a review of HIPAA guidelines. The following are some specific guidelines for protecting this most basic of client rights:

- a) To coordinate the needs of literally hundreds of students, supervisors, and clients, a large volume of paperwork is generated. Records should never be left in public view. Records should always be "shredded" before they are discarded.
- b) Clients should never be referred to by name in the hallways, lounges, etc.
- c) The general principle is: No information, either written or verbal, may be shared with persons other than the case supervisor without the client's explicit written permission. If the client is under 18, his or her parent or guardian's consent must be obtained.

## THE CENTER FOR PSYCHOLOGICAL SERVICES

### STUDENT FEES FOR TESTING MATERIALS

**STUDENT FEES FOR USE OF THE TEST MATERIALS LIBRARY:** There is a one-time, non-refundable yearly usage fee to borrow psychological tests through the Clinic for students doing assessments, and for students taking assessment courses. Students may only keep materials for two weeks at a time. The fees are set annually by the Clinic Director and the Clinic Advisory Committee.

## **VI. PRACTICUM REQUIREMENTS**

### **GENERAL DESCRIPTION AND POLICIES FOR PRACTICUM PLACEMENTS**

PRACTICA are defined as field practice experiences (either through internal practica housed at GSAPP or external practica at other sites) pursued under the intensive on-site supervision of practitioner supervisors. The practicum experience will vary according to the student's training level, the course work taken, and the experiences available at the particular site. Practica are designed to provide the student with the opportunity to apply knowledge gained through coursework, as well as an opportunity to learn directly from experienced field supervisors. Students can learn about possible clinical practica through the annual Practicum Fair. Practica placements need to be approved by either the Assistant Director for Clinical Training (Clinical PsyD students) or the School Psychology Practicum/Internship Coordinator (School PsyD students).

School-based practica are arranged for school psychology students by the School Psychology Practicum/Internship Coordinator. Clinical practicum sites are approved after proper vetting by either the Assistant DCT or School Psychology Practicum/Internship Coordinator. This process includes a review of practicum's training mission, training resources, provision of didactic experiences and supervision, quality of peer socialization, and practicum setting. A site visit is also a component of the practicum approval. If a student wishes to propose to complete a practicum at a site that is not currently approved, the student must initiate a formal application process through the Assistant DCT or the School Psychology Practicum/Internship Coordinator. This process must be initiated well in advance (2-3 months), and approval must be granted before the student is permitted to apply to the practicum. Students in both the Clinical and School programs may be eligible for practicum in clinical sites provided they meet the requirements of that setting.

School-Based & School Related Practica: These sites include both public and private schools at all grade levels from Pre-K through university. Approval of school-based and school-related settings occurs through the School Psychology Practicum/Internship Coordinator. This process includes a review of the practicum's training mission, training resources, provision of didactic experiences and supervision, quality of peer socialization, and adherence to relevant state laws regarding the practice of school psychology. A site visit is also a component of the practicum approval. If a student wishes to propose to complete a practicum at a site that is not currently approved, the student must initiate a formal application process through the School Psychology Practicum/Internship Coordinator. Additional school-related settings serve youth and in so doing, have some impact on a child's educational performance. Settings such as school-based clinics, outpatient mental health centers, community organizations, therapeutic programs, out-of-district placements, and university counseling centers are examples of such settings.

The designation of a site as appropriate for school and/or clinical students is made by the Assistant DCT and the School Psychology Practicum/Internship Coordinator.

Clinical & School Practicum Sites: Once a student has been matched with a practicum site, but before initiating any practicum activities, the student must: 1) Confirm they have a practicum using the online Confirmation Form in order to gain access to the practicum contract, and 2)



complete a Practicum contract jointly signed by the student and practicum supervisor. Details of each student's practicum activities, goals, and conditions of the practicum arrangements are described in a Practicum Contract developed with the supervisor at the outset of the practicum. This contract clarifies the working basis of the practicum agreement between the supervisor and the student. It is in the interest of both the supervisor and student that the contract states in some detail what the practicum experience will be and what responsibilities each will have. Your practicum contract should include:

- A description of the site--type of organization, services offered, clientele, etc.
- A description of the activities in which you will be involved--testing, group therapy, consultation, staff meetings, supervision, presentations, etc. This ought to reflect your supervisor's expectations as well as the student's.
- Your goals for the year--skills, knowledge, proficiencies sought, etc. Students should consult with supervisors to ensure that their expectations are likely to be met.
- An explicit agreement about the nature of clinical supervision. Students must receive a minimum of one-hour face-to-face supervision for each 8-hour day spent at the practicum site. The supervisor must agree to submit two written evaluations of your work; one in December and one in May. Beyond these formal requirements the structure and the content of the process of supervision can be created in such a way that student and supervisor make the most of their time together. Things to consider: will supervision be process-oriented, didactic, formal, over lunch? Will tapes, videos, reviews of psychological testing and reports, observation of testing or role-plays be involved? Will there be an opportunity to integrate course material and questions into the supervision?
- As of January 2017, APA requires that supervisors observe the student delivering services either in vivo or via synchronous audio/video recording once per semester.

Students are required to keep track of their practicum hours, supervisors, site, types of clients, and activities beginning for all clinical activities throughout the duration of their graduate training, including all clinic work, practica training experiences, and internship. Both Clinical and School students may use Time2Track ([www.time2track.com](http://www.time2track.com)) to log their hours and activities. All students must upload hours logs at the end of each semester. In addition, supervisors must complete an evaluation of each student under his/her supervision through the web-based database, and students must complete an evaluation of the site. Clinical students must complete an evaluation of his/her supervisor as well. All logs and evaluations must be completed in order to receive a grade for practicum each semester; an incomplete (IN) will be assigned until this documentation is completed.

Students with specific needs or interests (working with particular clients, or settings) should let the Practicum Coordinator know in writing.

It may be possible for advanced PsyD students to waive some of the practicum requirements.

## PRACTICUM REQUIREMENTS

### PRACTICUM HOURLY REQUIREMENTS

Specific requirements are listed in the Program Proposal Form. At this writing, the clinical program requires 1080 pre-internship hours; the school program requires 1150 clock hours. Advanced School Psychology may apply for a waiver of up to 9 credits of practicum and up to 7 credits of the accompanying supervision groups.

## PRACTICUM REQUIREMENTS

### REGISTRATION, EVALUATIONS, GRADES, ETC.

a) School Psychology Students: For a one day a week practicum, register for 18:820:689:02 for 3 credits; if you have a two-day a week practicum, register for both 18:820:689:02 and 18:820:690:02 for a total of 6 credits. If you have a three-day per week practicum, you should also register for 18:820:691:03 for a total of 9 credits. School psychology students are required to complete a minimum of 3 credits in the Psychological Clinic, 21 credits of Professional Practicum Placement, 13 credits of Supervision in School Psychology, and 6 credits of Internship. Any School students wanting to identify an experience as “practicum” per se, must be enrolled in a Supervision group. School students who have completed all of their practicum credits, but wish to obtain additional documented “practicum” experience, such as an externship, should register for Advanced Practicum and Supervision in School Psychology 18:826:606 unless they receive an additional two weekly hours of group supervision provided by a licensed psychologist at the externship site.

b) Clinical Psychology Students: Students are required to register for .5 practicum credits (18:820:695) in the fall and spring of each year that they participate in a practica (whether internal or external). Clinical students are required to complete 4 practicum credits for graduation (for Years 1-4). If students complete a practica in subsequent years, they are required to complete a practicum contract and are expected to register for .5 practicum credits in the fall and spring semester of that year. Supervisors' evaluations of students are completed during each semester, rating items such as the student's performance in the practicum and response to supervision. Students are expected to complete an evaluation of the practicum site, available to all other students on request.

c) GRADES: Grades of P (Pass), NC (No Credit), or INC (Incomplete) are given each semester for Clinical students by either the Assistant DCT or School Psychology Practica/Internship Coordinator. A grade of Pass indicates that the practicum has been successfully completed. A grade of NC is given when a student has either not accrued a sufficient number of practicum hours or if evaluations completed by the supervisor reflect inadequate attainment of program-specified competencies. A grade of INC is given if the practicum contract has not been signed, if the supervisor has not completed an evaluation of the student, and/ or a student has not completed an evaluation of the practicum site. It is students' responsibility to ensure that this paperwork is completed and to request a grade change from the Assistant DCT or School Psychology Practicum/Internship Coordinator.

## PRACTICUM REQUIREMENTS

### RESTRICTIONS ON PRACTICUM HOURS

Clinical Psychology: Clinical students must adhere to the following guidelines when seeking and accepting practicum placements:

- First-year doctoral students are eligible to commit up to 1 day, or 8 hours, a week to externship or practicum.
- Second-year doctoral students are eligible to commit up to 2 days or 16 hours a week to externship or practicum.
- Third-year doctoral students are eligible to commit up to 2 days or 16 hours a week to externship or practicum.
- Fourth-year doctoral students are eligible to commit up to 3 days or 24 hours a week to externship or practicum.
- Fifth-year doctoral students are eligible to commit up to 3 days or 24 hours a week to externship or practicum.
- Advanced Clinical Psychology students may apply for a waiver of practicum credits for those experiences that have been supervised by licensed, doctoral-level psychologists. Decisions about practicum waivers are made by the coordinator of Practicum Placements. It is strongly urged that students not waive the practicum, as this is the context in which they practice what they learn in the classroom.
- Students will register for .5 Practicum credits (18:820:695) in each Fall and Spring semester in which they are completing a practicum.

School Psychology: Practicum Requirements for school students have 4 components:

- Individual supervision provided by the field supervisor (individual face-to-face contact at least one hour each week as well as review of test reports, materials, observations, jointly conducted activities, etc.).
- Practicum activities on the practicum site require at least one day each week (at least eight hours) for the 15 weeks of each semester.
- Additional flexible time of one half day each week (writing reports, special meetings, preparation, etc.).
- All students engaging in a practicum must be registered for Advanced Supervision, except for Year 1 students (register for 1 credit of Supervision in School Psychology).

Advanced School Psychology Students Practicum Waiver Application Form requires detailed information regarding previous supervised experiences, including hard copies of previous course syllabi submitted to School Practicum/Internship Coordinator

- Location and clients served
- Role and title of supervisee
- Dates of activities
- Activities under direct supervision of supervisor and approximate percentage of time given to carrying out these activities
- Average total hours per week devoted to supervised activities

- Hours per week of face-to-face individual supervision provided by supervisor
- Professional level of the student at time.

The total number of supervised hours must be validated by the practicum supervisor.

## **VII. INTERNSHIP REQUIREMENTS**

### **GENERAL INTERNSHIP INFORMATION FOR ALL PsyDs**

An internship is intended to be one of the culminating training experiences for a student prior to graduation. In addition to providing necessary documentation to the program, tracking clinical activities throughout the course of graduate training has the added benefit of easing the burden during the internship application process.

1. All students must register for internship. Those on full-time internships must register for 3 credits in the Fall and Spring semesters. For part-time internships students register for 1 credit in Fall and 2 credits in spring for each of two years. School students may need to register for additional credits of internship seminar in order to fulfill group supervision and training activities requirements. International students should register for 3 credits in the fall, 2 credits in the spring and 1 credit in the summer.
2. Student Loan Repayments/Deferrals: The Financial Aid Office and the Registrar's Office will certify that although students are registered for only 3 credits each semester, this is recognized as being a full-time student for the purpose of loan deferments. Students may apply for financial aid for the year on internship. They should apply before March 15 to be considered for aid for the following internship year. However, GSAPP regards you as a full-time student while you are on internship.
3. Graduation Before Completion of the Internship: All students must have successfully passed and completed their approved internship in order to graduate.

## INTERNSHIP REQUIREMENTS

### INTERNSHIP POLICIES FOR CLINICAL PSYCHOLOGY STUDENTS

#### a) Application Process

1. Students apply for internship during the Fall Semester of their fourth or fifth year (from entry at B.A. level). Interviews are generally granted by agencies in December and/or January.
2. Please check procedures and timeline on the Eligibility Checklist available from your administrative assistant.
3. When requesting faculty letters of recommendation and the Dept. Chair's eligibility form, ask at least three weeks before the application is due.
4. Students must be in good standing having completed sufficient coursework and clinical practica to be qualified for an internship position. Every internship application includes an endorsement by the Department Chair. Incomplete grades must be completed before the Dept. Chair will sign the eligibility form.
5. The General and Clinical Subject Comprehensive Exam needs to be successfully passed before applying for internship. This includes the successful completion of any required remediation or retake. Advanced students who plan to apply for internship in their 3<sup>rd</sup> year should note that they will have a very small window to complete remediation in order to be eligible for internship.
6. The Clinical Oral Exam needs to be successfully passed by June 1<sup>st</sup> of the year that a student plans to apply for internship. This includes successful completion of any required remediation or retake.
7. The dissertation proposal must be completed and signed off by your committee members by Oct. 15<sup>th</sup> of the semester in which you are applying for internships. The Chair's Verification of Internship Eligibility and Readiness form is not sent unless the dissertation proposal is completed by Oct. 15<sup>th</sup>, and the IRB application is submitted.
8. All Clinic paper work must be completed, as signed by the Clinic Director on the "Psychological Clinic Eligibility form." The Chair's "Verification of Internship Readiness" form is not sent until this form is signed.

b) Acceptance of Internship Offers: For internship sites that participate in the match process, students must abide by the match guidelines.

c) Evaluation: The internship director evaluates your performance at the end of the experience. You will receive a grade of Pass or No Credit for each semester. A grade of No Credit means you have not successfully passed the internship which is a requirement of graduation.

d) Clinical students are expected to complete internships at APA accredited sites. If this is not possible, the student must ask the faculty's permission to attend another site. The student's request should include acknowledgement that attending non-APA accredited internships may put them at a disadvantage in the future. Such an internship must be documented to meet APPIC criteria.

## INTERNSHIP REQUIREMENTS

### INTERNSHIP POLICY FOR SCHOOL PSYCHOLOGY STUDENTS

a) Eligibility: A student may apply for either full-time or part-time internships when all of the following minimum levels of achievement have been met:

- An approved Program Proposal.
- Completion of all courses listed in the Program Proposal.
- Completion of 1150 hours of supervised practicum experience, including two and a half academic years of practicum.
- Of the 1150 hours of supervised experience, completion of a minimum of one day per week in a public school setting for three semesters.
- Taken and passed General Comprehensive Exam
- Taken and passed the School Psychology Praxis Exam.
- Completion of all Clinic work (3 credits)
- Submission of a Psychological Clinic Internship Eligibility Form signed by the Clinic Director, which states that all clinic paperwork is up-to-date.
- Ratings of at least “competent for an entry level psychologist” on final faculty ratings for all program competencies.

b) Description and Acceptance: A 1500-hour internship is required. Internships may be completed in school, clinic, or hospital settings. Appropriate internships will follow the internship guidelines of the Council of Directors of School Psychology Program (CDSPP), or will be accredited by the American Psychological Association (APA), or will be a member of the Association of Psychology Postdoctoral and Internship Centers (APPIC). If the internship is not completed in a school setting, internship activities should focus primarily on providing psychological services for children and youth and on issues related to schooling and emotional, social, and educational development. If the internship is not completed in a school setting, at least 600 of the practicum hours completed by the student must have been completed in a school setting and supervised by a doctoral level certified school psychologist.

1. No student may arrange for an internship until her or his eligibility for internship has been approved by the Department Chair. Following eligibility approval, the student may begin to make formal internship arrangements with the agency. Please see the Internship Handbook for specific policies and procedures regarding internships. Please see the

2. In addition to any requirements made by internship supervisors, students on internship are required to prepare detailed reports, analyses, and evaluations of their work and professional development. Please see the Internship Handbook for more specific details.



## VIII. DISSERTATION REQUIREMENTS

### REGISTRATION POLICY REGARDING DISSERTATION CREDITS OR "MATRICULATION CONTINUED"

1. All matriculated students must be in continuous registration for a minimum of 3 credits every fall and spring term through graduation by registering for course work, internship, or dissertation study. The Matriculation Continued category of registration is available only to students who have an approved written leave of absence, are not present on campus, and are not using any faculty time or university research facilities.

PsyD students away from campus but working on their dissertations, in contact with their committees, must register for 3 credits of dissertation studies. (The only exception to this requirement is the student who is already registered for 3 credits of internship.)

2. During the summer semester--students pay for three dissertation credits if they use faculty time. You may still graduate in October if you defend no later than September 15<sup>th</sup>.

3. Students who have completed all course requirements and have taken 9 credits of Dissertation and 6 credits of Internship and plan to defend by the September 15<sup>th</sup> deadline should not register for the Fall semester. However, if you fail to meet the October deadline, you will be back registered for 3 credits of dissertation for the Fall.

#### TO START THINKING ABOUT THE DISSERTATION:

Directions regarding the form of the Professional Dissertation are found in the "Dissertation Manual – Principles and Procedures" located at [gssapweb.rutgers.edu](http://gssapweb.rutgers.edu), under the "Current Students/Dissertation Material." All dissertations submitted to the Graduate School of Applied and Professional Psychology in partial fulfillment of the requirements for the PsyD degree must conform to the instructions in the GSAPP manual. Candidates should familiarize themselves with these instructions before they proceed to their final drafts. Dissertations must adhere to stylistic and technical requirements specified.

Abstracts of all dissertations completed each year since 1976 are available in the Student Coordinator's Office to acquaint students with previous work. Dissertations are now available online through Rutgers library. <http://rucore.libraries.rutgers.edu/etd/>

Please see the Dissertation Manual for details about steps each student must complete to schedule a dissertation defense, complete the oral defense, and complete the dissertation paper work. Many of these steps are listed in the section, "The Dissertation Defense," in the Manual and are summarized in the "Dissertation Defense Checklist."

## THE PsyD DISSERTATION COMMITTEE

Please refer to the Dissertation Manual for details about approved formats for the Dissertation Committee. The Dissertation Manual can be found under the “Current Students/Dissertation Material” tab of the GSAPP website. Students are not allowed to register for Dissertation credits until they have submitted a completed the Dissertation Committee Approval form to the Administrative Assistant of the Clinical and School Psychology programs

## APPROVAL OF THE DISSERTATION PROPOSAL

The Dissertation Prospectus or Proposal, which is the plan for the design of the dissertation, must be approved by all members of the dissertation committee at a meeting before you proceed to carry out the plan for the dissertation. Please refer to the Dissertation Manual for details about, and examples of, the Dissertation Proposal. The Dissertation Manual can be found under the “Current Students/Dissertation Material” tab of the GSAPP website.

Students must register for a minimum of three dissertation credits each semester (excluding internship and summers unless you are actively working with your committee during the summer) until graduation. Students are permitted, however, to register for 1 dissertation credit for one semester only. Although students who take longer to complete their dissertation will likely need to register for more than 9 credits of dissertation work, only 9 dissertation credits will be counted towards the required number of credits for graduation.

## DISSERATION

### LOAN DEFERMENT WHILE WORKING ON THE DISSERTATION

The Financial Aid Office and the Registrar's Office will certify that although you are registered for only 3 credits each semester, this is the equivalent of being a half-time student. This means you will not have to begin paying back your loans until 9 months after the completion of the dissertation. Students may apply for financial aid for the year you will be working on the dissertation. Application before March 15 is necessary following dissertation year. To effect a deferment, students will be provided with a pseudocourse # to register for 0 credits with special permission. You can register as either full time status or part time status with index #'s to accomplish deferment of your loan. Contact the Student Services Coordinator for more information.

## DISSERTATION

### **GRADING POLICY FOR GSAPP DISSERTATION WORK**

#### Grading Policy for GSAPP Dissertation Work

1. At least 9 credits are required for the GSAPP Dissertation.
2. One of the dissertation courses may be used to fulfill 3 of the 9 dissertation credits.
3. After students have chosen a Dissertation Chair and have submitted the Dissertation Committee Approval form, they should sign up for dissertation credit every subsequent Fall and Spring semester when they work with their Chair on their dissertation, unless a student is on internship.
4. The faculty member with whom they are working should give them a grade (S, U or INC) at the end of every semester during which they signed up for Dissertation credit.
5. If an INC grade is assigned because the expected work is not done yet, the student should submit a Change of Grade form to the faculty member as soon as the work is done so that a grade is recorded. This will prevent the grade from turning into an F in one year.
6. So that students are not registered for Dissertation credit with a faculty member before the faculty member agrees to work with them, they will be required to submit a signed and completed Dissertation Committee Approval form to the Administrative Assistant of the Clinical and School programs. The Student Services Coordinator will not register students for Dissertation credits until the Dissertation Committee Approval form is formally on file. . Thus, before the first semester that a student signs up for Dissertation credit with a particular faculty member, the student must bring to the Student Services Coordinator a signed Dissertation Committee Approval form, which can be obtained from her. This is a commitment from the faculty member and student to work toward a dissertation together for at least one semester. Either party can change the commitment at the end of the semester if it is deemed better for the student to work with a different faculty member.
7. Students should recall that they must be registered for 3 credits every Fall and Spring semester after they have fulfilled all other requirements, until graduation. Usually, these 3 credits are for dissertation. Students are permitted to register for 1 credit for dissertation work for one semester only.

## IX. GSAPP GRADUATION PROCEDURES

Please refer to the Dissertation Manual for detailed procedures, timeline, and deadlines regarding completion of the dissertation. The Dissertation Manual can be found under the “Current Students/Dissertation Material” tab of the GSAPP website.

Deadlines posted online are the most current and students should check for any changes as they proceed through the dissertation process.

In order to graduate, PsyD students need to do the following:

a) Submit the Dissertation Publishing Agreement form (pages 4-6) for University Microfilms; [http://gsappweb.rutgers.edu/cstudents/dissertation%20material/umi\\_agreement.pdf](http://gsappweb.rutgers.edu/cstudents/dissertation%20material/umi_agreement.pdf)

b) Print 3 copies of the Cashier's form (microfilming and copyrighting), bring to one of the cashier's office listed below.

<http://gsappweb.rutgers.edu/cstudents/dissertation%20material/dissfee.form.pdf>; and

c) Complete the online Graduate Diploma Application at

<https://grad.admissions.rutgers.edu/Diploma/Login.aspx?ReturnUrl=%2fDiploma%2fdefault.aspx>. Item a is returned directly to the Coordinator with a photocopy of the title page of the Dissertation; along with item b, which must be first brought over to the Cashier's office to be paid and stamped. Once you have met all requirements, the student coordinator will notify the registrar confirming your degree.

The Cashier's office is located on the College Avenue Campus.

1) Records Hall
620 George Street
New Brunswick, NJ 08901
848-932-2254

If a student is currently on internship, they will not be able to officially graduate in May of the same year. Students are allowed to walk in the May graduation even though they will not officially graduate until October. To walk in the May graduation, students must have met all other requirements for May graduation with the exception of completing the internship.

## GRADUATION PROCEDURES

### UNIVERSITY POLICIES

Degrees are conferred by the University only after a formal application has been filed with the Registrar and upon recommendation of the faculty. Diplomas are given out at the annual commencement each May; a student who completes degree requirements at any other time may request a letter for use until commencement. .

If you wish to receive a letter indicating the exact date of fulfillment of all academic requirements, this can be requested from the Student Services Coordinator upon completion of all requirements, i.e. repayment of all outstanding debts, if any, and receipt of all complete and corrected dissertation copies. This letter will be backdated to the day of the dissertation defense or to the completion of your internship.

The Graduate Diploma Application Form must be completed by the candidate and received by the Registrar:

No later than	For diplomas dated
October 1	October
January 4	January
March 15	May

These dates are set by the University and must be followed! Unless the application is filed by the deadline, the degree will not be conferred and graduation will be delayed. If you do not complete all requirements in time for the diploma date specified, you must file another application, but there is no charge for filing.

If you do not wish to attend Commencement, indicate that fact on the Graduate Diploma Application. Please note the address to which the diploma may be mailed during the months of June or July. Diplomas will be withheld from a student who is under any financial obligation to the University.

## GRADUATION PROCEDURES

### REPAYMENT OF OUTSTANDING LOANS

If a student has an outstanding loan to the Dean's Fund, both the diploma and transcript will be placed on hold, to be released only after the loan is repaid in full.

## **X. LIFE AFTER GSAPP**

### **POST-GRADUATION LICENSING EXAM REQUIREMENTS**

GSAPP cannot guarantee that our training programs will be accepted in every state or that our curriculum will satisfy the requirements of every state board. State board rules and regulations change and we do not have control over state licensing agencies. It is the student's responsibility to research licensing requirements for the state or country in which they are planning to practice. Some states may require syllabi, reading lists, and whatever course materials you have in order to buttress your application to sit for the licensing/certification exam. Students should save all materials from their GSAPP courses so you will be able to send in whatever material is requested. Most states require post-doctoral supervision before applicants are allowed to sit for the written part of the licensing exam. Please contact the state licensing boards for further information.



## **XI. FINANCIAL INFORMATION**

### **TUITION AND FEES**

#### **Full-Time Students - (Per semester)**

**<http://www.studentabc.rutgers.edu/tuition-and-fees>**

#### **2017-2018**

Tuition - <b>New Jersey Resident</b> (12 credits or more)	\$10,656.00
Tuition - <b>Out of State Resident</b> (12 credits or more)	\$17,748.00
Campus Fee (9 credits or more)	\$820.50
Computer Fee (based on credit hours) (12 credits or more)	\$163.60
School Fee	\$84.00

#### **Part-Time Students - (Per semester and summer school, which is required for 2 courses.)**

Tuition - New Jersey Resident (per credit)	\$888.00
Tuition - Out of State (per credit)	\$1479.00
Campus Fee	\$242.00
Computer Fee (based on 1-11 credit hours, \$81.00 - \$156.00)	
School Fee	\$45.00

\*Resident rates apply to persons who have been bonafide domiciliary of the State of New Jersey and to persons financially dependent upon parents who have established bonafide domicile in New Jersey for at least 6 months prior to the first day of class. A person over majority age who is still economically dependent upon a parent is not considered independent for tuition residency purposes. Dormitories are not considered as bonafide New Jersey residences.

There may be an additional expense involved in providing your own transportation to field practica. This expense varies with the distance of the practicum placement from campus or your home.

## TERM BILLS

Instructions for registration and payment of term bills are only online for all students for the Fall and Spring terms, with due dates indicated at that time. . **Questions on term bills can be found at <http://www.studentabc.rutgers.edu/>.**

It is the student's responsibility to pay the term bill on time. Students who fail to do so are charged a late payment fee of \$125. You may pay your bill according to the partial payment plan outlined below, as long as you are enrolled for 6 or more credits.

Term bill payments are accepted in the form of cash, money order, check, credit card (online only), and electronic check. Payments can be made through the mail, online, or in person at a campus Cashier's Office. Payments are not accepted via phone. A service fee is assessed if a check presented for payment of fees is returned to the University as uncollectible. If payment is not made before late payment deadlines, a late payment fee is also charged.

## PARTIAL PAYMENT PLAN

Rutgers tuition payment plan can be found at:

<http://www.studentabc.rutgers.edu/tuition-payment-plans>

## PAYMENT OF BILLS

All students, even those with tuition remission, must submit a term bill to the Student Accounting Office. This activates registration. Students who receive financial aid, an assistantship, or who do not pay tuition for any other reason, must return the bill indicating tuition remission and pay the student fee.

If the bill is incorrect, call Student Accounting (848 932-2254). ( If you do not pay on time, and do not contact the cashier to arrange for partial payment, you will be fined and your name will not show up on class rosters. All graduate students must pay student fees, late registration fees, dissertation fees, parking fees, etc.

## REGISTRATION INFORMATION

### 1. Activation of Registration

A student's registration is activated through the proper submission of a term bill, accompanied by payment, or through an appropriate claim of financial aid. Activation of registration does not take place if there are "holds" placed on a student's records because of failure to meet outstanding obligations totaling \$100 or more. "Outstanding obligations" include parking tickets, library fines, late fees, and unpaid tuition.

### 2. Termination of Registration

The university exercises the right to terminate the registration of any student who has an outstanding financial obligation to the university. A student whose registration is terminated at any time during the refund period because of nonpayment of amounts owed the university will receive a revised bill based on a refund calculated as if it were a voluntary withdrawal. The university reserves the right to "hold" transcripts and diplomas as a result of nonpayment of obligations and to forward delinquent accounts to collection agencies and to levy a collection fee. "Holds" are removed upon satisfaction of the outstanding obligation. The terminated student may petition for reinstatement of enrollment by satisfying the indebtedness to the university and paying a \$60 reinstatement fee.

### 3. Cancellation of Registration

To cancel registration and obtain a full refund of tuition and fees, students must notify the registrar in writing prior to the first day of classes. A student whose registration is cancelled by the registrar will receive a full refund of tuition and fees, and prorated charges for room and board, if applicable. Notification of cancellation received on or after the first day of classes is treated, for billing purposes, as a withdrawal, and a refund will be made based on the general refund policy.

## GENERAL REFUND POLICY

A student who voluntarily withdraws from all courses during the first six weeks of a term will receive a partial refund of tuition (and charges for room and board, if applicable) according to the week of withdrawal as follows:

First and second week:	80%
Third and fourth week:	60%
Fifth and sixth week:	40%

No refunds will be granted after the sixth week. The effective date of withdrawal is the date on which a written statement of withdrawal is received by the registrar. No part of the student fee is refundable.

No refunds will be granted after the tenth day of classes to students who withdraw from one or more courses but remain registered in others. No adjustment from full-time to part-time status is made after the tenth day of classes. If withdrawal from one or more courses amounts to complete withdrawal from a program, the provision for full withdrawal applies.

Failure to attend classes is not equivalent to a withdrawal and a student will not receive an adjustment of charges unless a formal withdrawal is filed with and approved by the registrar, regardless of whether the student actually attended classes or took examinations.

A student who drops a course in the first two weeks of the term will receive a full tuition refund for that course if that means you will be taking less than 12 credits (but not withdrawing completely). After that date there is no refund for dropping a course. Effective dates for these actions are the date that a written change of registration (drop/add) is received by the Registrar. Be certain the Coordinator of Student Services gets a copy of the drop/add slip before you deliver it to the Registrar's Office.

## RESIDENCY REQUIREMENTS

As required by State law, Rutgers assesses a tuition differential to students who are not residents of New Jersey. Students admitted as non-residents are presumed to be in New Jersey temporarily for educational purposes. Students who have established domicile may petition the registrar to have their status changed to that of resident. If petitions are filed prior to the end of the semester and residency is granted, you may receive a tuition refund for that semester.

Residing in the State does not in itself establish domicile. You must provide evidence of abandonment of your previous home and intention to remain and establish a permanent home in New Jersey. Non-residents who legally marry bonafide NJ residents become residents for tuition purposes the semester following the marriage.

The law does not set out specific requirements for establishing domicile. The determination is entirely judgmental, decided by the Graduate Registrar, based on the weight of the evidence presented.

For your information, the following is a list of the kinds of evidence students in the past have presented. This is not a list of requirements and it is not suggested that all items bear weight—the list is provided as an example:

- NJ Driver's License
- Correspondence from Immigration and Naturalization Service
- NJ Vehicle registration
- NJ Voter registration card
- Alien registration card
- Bank statements
- Marriage Certificate
- Rent receipts
- Property deed
- Lease agreement
- Statements from employers
- N.J. Tax return

To petition for NJ residence, complete a Residency Analysis Form, available at the Registrar's Office in ASB or from the Coordinator of Student Services (A309).

### 1. The Initial Determination

At the time you initially applied for admission, the admissions office determined your resident status for tuition assessment. The determination made at that time prevails for each term unless a change is authorized by the Registrar.

## 2. Request for a Change of Status

Requests for a change in residency status are accepted no later than the last week of the term for which changed status is sought. All supporting affidavits, deemed appropriate by the adjudicating official pursuant to New Jersey Administrative Code, Volume 9, Section 5 et seq., must be filed by the petitioner in accordance with the time limit specified in the preceding sentence, but in no case later than four weeks from the conclusion of the term for which the residency assessment is requested. Failure to comply with this provision, unless judged otherwise by the adjudicating official, voids the petition for the term in question. If, based on the information submitted in the request, the student qualifies for resident tuition assessment, such change relates only to the current and subsequent terms. No adjustments in tuition assessments are made and no refund vouchers are processed for any prior term.

Instructions for In-State Residency:

<http://nblogistrar.rutgers.edu/forms/ResidencyPolicy.pdf>

Form for In-State Residency:

<http://nblogistrar.rutgers.edu/forms/ResidencyAppl.pdf>

## 3. Appeals

An appeal of the Registrar's initial determination, or any determination made after a request by a student for a change in residency status, is accepted no later than three months after the date of the Registrar's notification. Unresolved appeals are forwarded either to the director of admissions or to the university registrar. These officers respond to the student within thirty working days of the receipt of the appeal in the appropriate office. Appeals from this determination should be submitted by the student to the associate vice-president for student services within two weeks after the director of admissions or the university registrar has issued a determination. The decision of the associate vice president for student services is final.

## 4. Students' Responsibilities

Students are responsible for providing relevant information upon which a residency determination can be made. The burden of proving his or her residency status lies solely upon the student. Moreover, it is considered the obligation of the student to seek advice when in doubt regarding eligibility for in-state tuition assessment. If the student delays or neglects to question his or her eligibility status beyond the period specified above, the student forfeits his or her right to a residency assessment to which he or she might have been deemed to be eligible had he or she filed an appeal at the appropriate time.

## 5. Penalties

If a student has obtained or seeks to obtain resident classification by deliberate concealment of facts or misrepresentation of facts or if he or she fails to come forward with notification upon becoming a nonresident, he or she is subject to disciplinary action.



## FINANCIAL SUPPORT

Opportunities for financial aid for full-time students are available on a limited and variable basis through the University Financial Aid Office (in Records Hall on the College Avenue campus). It is not possible to offer support to all students.

<https://studentaid.rutgers.edu/>

### 1. PROCEDURES FOR OBTAINING FINANCIAL AID (FA)

Rutgers participates in a program to implement the Federal Direct Student Loan program (FDSL). Eliminating banks and loan agencies; thus it grants loans from federal funds directly to students who qualify.

All students should complete the Free Application for Federal Student Aid (FAFSA), available online at <https://studentaid.ed.gov/fafsa>. If you anticipate a need for aid, file a FAFSA form; this does not commit you in any way but will expedite your request in the event that you do need additional funds.

The FAFSA should be filed as soon as possible after January 1, but no later than March 1 to ensure full consideration for available funds for the next fall semester.

Also by filing the FAFSA, graduate students are considered for the following aid programs:

- Federal Work-Study Program
- New Jersey State Grant (NJ residents only)
- Federal Perkins Loan
- Federal Direct Student Loan

Additional information about each of these aid programs can be found in the GSAPP catalog.

Rutgers University's federal code number that must be entered on the FAFSA form is #002629.

It is your responsibility to inform the Office of Financial Aid (not the federal processor or the New Jersey Office of Student Assistance) of any change in information. You should immediately mail a signed copy of the 1040 forms to the Office of Financial Aid. Include a brief note that explains why you are mailing in the 1040. Be sure to include your name and social security number in the note.

You will receive your fall term bill via email sometime in early July. Payment is due usually during the first week of August. Look very carefully at your term bill. Printed in your term bill will be the creditable amount of your financial aid for the fall semester. Please note that Federal Work Study is not creditable aid towards your tuition payment. Compare the figures on your Financial Aid Award Offer to the figures on the term bill. They should match. If the total aid is less than the total term bill charges, it is your responsibility to pay the difference. If your financial aid is greater than the term bill charges, you do not owe any money. However, you

must still complete the term bill process. Enter \$0 in the section - Amount Submitted, and mail in your term bill. Failure to complete the term bill process will cancel your registration for the semester. You must complete the FAFSA for every year that you would like to be considered for financial aid – no later than March 15th.

Student Accounting Office: New Brunswick, Graduate schools....848-932-2254.

Cashier's Offices: All Graduate schools, Records Hall - Room 138, College Ave. Campus

The Federal Direct Student Loan aggregate amount for graduate students varies from year to year. The aggregate amount of additional unsubsidized Federal Direct Student loan for graduate students varies from year to year.

Your Federal Direct Student Loan will show as a financial aid credit on your university term bill. Term bills are online only.

Remember even if your aid credits are greater than the amount of your bill, you must still submit the term bill to the Cashier's Office in order to become registered.

NOTE: Students who are on full-time internships or working full-time on their dissertations and who are asking for deferments for student loans must register and promptly pay tuition bills so that the financial aid office can verify their status when deferring their loans. GSAPP letters are not sufficient.

a. **If you feel you need to appeal your financial aid award**, you may **appeal** the decision by making an appointment with a Financial Aid Counselor; **bring with you a letter of appeal**. The counselor may then send your letter to the Appeals Committee, which will consider the new facts you are bringing to their attention.

**But you probably have additional expenses which financial aid may not consider unless you appeal your award or include it in your original application:**

- GSAPP students must have a reliable car to get to practicum placements and off-campus supervision and classes: costs of maintenance, repairs, insurance, and mileage.
- Professional placements require professional clothing, (cost of purchase as well as cleaning and laundry bills), grooming expenses.
- Computer, with appropriate software and peripherals.
- The school encourages therapy for students; even though you will probably be charged at professional courtesy rates, it still adds up.
- Travel to internship sites for interviews in the year in which you are applying for internship.
- Additional health costs, if any.

b. **International Students:** International students who are permanent United States residents and have an Alien Registration Receipt Card (I-151 or I-551), or a Departure Record (I-94) from the United States Immigration and Naturalization Service showing any one of the following designations are classified as eligible non-citizens for the purpose of receiving federal

and state financial assistance; (1) Refugee, (2) Asylum Granted, (3) Indefinite Parole and/or Humanitarian Parole, or (4) Cuban-Haitian Entrant. International students with an F1 or F2 student visa, or a J1, J2 or G series visa are ineligible for financial aid.

c. **University Emergency Loans:** Some emergency university loans are available for small amounts of money. Students should contact their local financial aid office for additional information.

## 2. OTHER SOURCES OF AID

a. **Veteran's Benefits:** The United States Veterans Administration operates various education assistance programs for eligible veterans, war orphans, surviving spouse or child of any veteran killed while on duty with the Armed Forces, disabled veterans, dependents of a veteran with service-related total disability, and certain members of the selected reserve. Inquiries concerning eligibility may be directed to the Veterans Administration office in Newark, New Jersey (telephone **1-888-442-4551**) or to the veteran's coordinator on each campus. For New Brunswick, the number is (848)445-2104.

Veterans and others mentioned above who plan to utilize veteran's education benefits should initially present the Veterans Administration Certificate of Eligibility Form(s) and/or discharge papers (certified copy of the DD214) when registering for courses.

b. **Paid Practicum Placements:** Advanced students in GSAPP may receive stipends for practicum work depending upon the agency, the student's experience, and financial need. This is determined immediately prior to or during the student's first term at the school.

c. **Federal Work Study Program (FWSP):** Application is made by filing a FAFSA form. Selection for a particular job is based on skills, university needs, and student preference. The student is offered a position within the University and is expected to work a certain number of hours per week. Work-study funds may be used to pay you for professional work in the Psychological Clinic or for an off-campus community practicum. Speak with the Director of Practicum Placement. Work Study time may also be accepted for a variety of services at GSAPP, which may be scheduled between classes or at your convenience. Contact financial aid office 848 932-7057 x3.

## SCHOLARSHIPS, STIPENDS

a. **Educational Opportunity Fund (EOF):** A maximum of \$2,500 per year may be awarded to full-time students, NJ residents, who can demonstrate backgrounds of historical family poverty. Students who received EOF as undergraduates are presumed eligible. Complete a FAFSA, attaching a written statement of your eligibility.

Full time students who are NJ residents and who can demonstrate backgrounds of financial and academic hardship are eligible for grants ranging from \$200 to \$2,500. Grants are renewable for the duration of the student's degree work. Students must complete the FAFSA form.

b. NJ Fund for Graduate and Professional Schools: provides grants for full-time students who are NJ residents with proven financial need. Amounts vary from \$200 to \$1,000 yearly, depending upon available funds. Grants are renewable. Complete and submit a FAFSA application. You cannot receive both this and EOF. The deadline for completing financial aid forms for continuing students for both EOF and NJ State Grant is March 15. If you have not already submitted a FAFSA form, we urge you to do so immediately.

c. Bunche Scholarship ( \$15,000 plus tuition); Graduate and Professional Scholar Merit Awards (varying amounts); Cooper Fellowships (varying amounts); Alumni Scholarship (\$13,000). None pay for summer courses.

d. Diversity Advancement Placement (DAP) in Teaching and Research awards support to African American, Hispanic, or American Indian students. Stipends in varying amounts.

e. American Psychological Association Diversity Fellowship Program: This program is funded jointly by the National Institute of Mental Health and the American Psychological Association. It is available to beginning or continuing graduate minority students in programs leading to the doctorate. Students should apply to the American Psychological Association, 750 First Street, NE, Washington, DC 20002-4242 (202/336-6027).

### **Restrictions on Financial Support and Employment**

Students who have aid administered through the financial aid office, must report to that office any change in income such as: scholarships, gifts, loans, assistantships, or employment from any source. A student who holds a fellowship, assistantship, or internship may not accept outside employment except with a special permission of the Department Chairperson.

#### **4. ASSISTANTSHIPS: PERTINENT INFORMATION**

Assistantships are awarded to full-time students based on the needs of the School or Department. The Department Chair, in consultation with the faculty, selects students with the necessary expertise or potential. Appointments are made between April and August of each year, in the beginning of the fall semester. The number of assistantships is totally dependent upon monies available from the University or grants.

a. Duties: Each assistant receives a letter detailing specific duties and responsibilities and the person with whom they will work. Students work 15 hours per week during the course of the academic year.

b. Benefits: The stipend received is decided upon by the University and the AAUP in their contract negotiations. The stipend currently is approximately \$25,000 for first year

assistants. You must complete forms and papers to get onto the payroll; see the Business Manager. In addition to this salary stipend, which is paid biweekly with checks sent to GSAPP or directly to your bank, full time GAs/TAs have other staff benefits.

c. Registration: Attach a signed tuition payment card (RT100) to the tuition bill and return all to the Cashier on or before the regularly published dates for payment. You must pay all student fees.

## **XII. UNIVERSITY RESOURCES AND SERVICES**

### **OFFICIAL TRANSCRIPTS**

Official transcripts bear the signature of the Registrar and the University seal; they are not given to a student but sent directly to a school, agency, firm, etc. For more information, go to the registrar's homepage: <http://registrar.rutgers.edu/>.

<https://transcripts.rutgers.edu/transcripts/index.html>

### **HEALTH SERVICES**

There are 3 health centers, one each on the Livingston, College Ave., and Douglass campuses. We suggest you choose one facility and stay with it. All provide outpatient care for graduate students. Medical services are available to all regularly enrolled, full-time students, and to part-time students who elect to pay the student health fee.

For up-to-date information you can go to the Rutgers University Health Services site: <http://health.rutgers.edu/>.

### **LIBRARIES**

The UNIVERSITY LIBRARIES contain government documents, manuscripts, pamphlets, maps, and other materials. The two largest divisions are the Alexander Library on College Avenue which houses material in the social sciences and humanities, and the Library of Science and Medicine (Sci-Med) (445-3854) adjacent to the Psychology Building, which concentrates on science, technology, psychology and medicine.

For additional information go to: <http://www.libraries.rutgers.edu/>.

### **COMPUTER FACILITIES**

1. One student computer lab is available in GSAPP on the 2nd floor of the Psychology Building Addition with computer equipment provided by a NJ State Bond Issue. Students will automatically gain access with their ID cards once they are enrolled. If you have any problems, see the secretary in the Psychological Clinic, Room A255. The Allison Road Classrooms (ARC) are computer labs which are also available to students with their student ID.

2. The Rutgers University Computing Services (RUCS) provides an electronic monthly newsletter with valuable information on computer and software updates, and no-fee and no-credit courses on various computer topics. For further information, call 445-2296 or visit the website: <http://rucs.rutgers.edu/>. RUCS provides assistance in debugging programs, interpretation of diagnostic error messages, guidance in using software, and general help in solving computer problems. The staff includes a resident statistician who is available for consultations concerning statistical or questionnaire design and analysis, data preparation and processing, and use of statistical packages.

Students once are accepted into the program are assigned a NetID. Students are required to activate it. The link to activate their email is <https://netid.rutgers.edu/activateNetId.htm>

#### OFF-CAMPUS HOUSING SERVICES WEBSITE

For information go to: <http://ruoffcampus.rutgers.edu>. This site includes guides to Living Off-Campus and Living in Central Jersey.” They also get listings from local landlords.

#### TRANSPORTATION AND PARKING DECALS

For information on schedules and parking go to: <http://parktran.rutgers.edu/>

NOTE: The parking lot in front of the Psychology Building is NOT available to students.

#### I.D. CARDS

I.D. cards are needed for parking permits and use of University athletic facilities and the library.

For information go to: <http://ruconnection.rutgers.edu/>

Keep your stamped tuition receipt until the I.D. cards arrive.

#### DISABLED STUDENT SERVICES

Rutgers recognizes and is committed to providing reasonable accommodations inside and outside the classroom to meet students’ diverse needs. A variety of services are available for students with disabilities, including those with a temporary disability: academic and personal assistance—library, parking, dining service, van transport. For more information, go to Office of Disability Services website: <https://ods.rutgers.edu/>

#### ATHLETIC FACILITIES

The athletic facilities at Rutgers include several gymnasias, swimming pools, tennis courts, squash courts, handball courts, baseball, softball or Frisbee fields, and an eighteen-hole golf course. A fee is charged for the use of the golf course; graduate students are otherwise entitled to make use of these facilities without charge. Further information is available at the Physical Education Department in the Rutgers University Gym at College Ave or at the Werblin Recreational Facility on Busch. Several of the athletic clubs in the undergraduate colleges--bowling, judo, lacrosse, rugby, skiing, and others--are also open to graduate students; information on clubs is available at the offices of the undergraduate colleges' deans of students.

For more information you can visit the website at:  
<https://www1.recreation.rutgers.edu/Default.asp>

## THEATER AND MUSIC

Visit the website for current updates: <http://www.masongross.rutgers.edu/theater>



### **XIII. LIVING DAY BY DAY**

#### **MAILBOXES & E-MAIL**

Each full-time faculty person and each visiting or contributing faculty member teaching in the current semester, all staff and the clinic managers have mailboxes in Room A302. If the room is locked, you may leave messages, etc. in the mailbox with the key in its lock, which is available from the hallway outside the main office.

All student mailboxes are in the student lounge, Room A263. **Do not leave anything valuable there!** School related messages and information are regularly placed in student boxes or sent to your e-mail address. Books, circulars, magazines, department store bills, magazine subscriptions, personal mail will not be delivered to your school mailbox; these are to be sent to your local home address.

It is the student's responsibility to keep the registrar and your administrative assistant informed of a current mailing address. You will also need to update your information online at: <http://registrar.rutgers.edu/>

Students who are not currently on campus due to internship or dissertation will not be assigned to a mailbox. It is the students' responsibility to direct mail to their new addresses. The main office will not forward mail. If you have a special need for retaining a mailbox at GSAPP during internship or dissertation off- campus, please contact the secretary in the main office.

#### **COLLOQUIA**

During the course of the academic year a number of colloquia, lectures, brown bag, lunches, community meetings, and special programs are held to supplement your training. It is expected that students attend as many as possible.

**GSAPP WEBSITE:** <http://gsappweb.rutgers.edu>

For information on potential and current applicants; faculty and staff. You will also be able to link to our Alumni Organization, Alumni Directory, APA, online registration, course information and links to other professional organizations.

#### **GAZETTE**

The GSAPP Gazette Newsletter is distributed bi-weekly during the fall and spring semesters by email and will also be available online every week. Important notices, class updates, colloquia, dates to remember, job postings, student alliance news and more will be posted.

## GSAPP STUDENT ORGANIZATIONS

Please visit the GSAPP Student Organization webpage at:

<http://gsappweb.rutgers.edu/cstudents/student%20groups.php>

## OTHER UNIVERSITY ASSOCIATIONS/ORGANIZATIONS

1. The Graduate Student Association (GSA), of which all graduate students are automatically members, sponsors a variety of social and cultural activities for graduate students and represents their interests to the University and the agencies of the state through its legislative body. It publishes the Graduate Student Newsletter, which is available free to all graduate students. The GSA provides free legal advice and marriage counseling, and it sponsors films, mixers, dances, trips to New York, and community action programs.

For up-to-date information go to: <http://gsa.rutgers.edu/>.

Other Student Organizations links:

2. PAUL ROBESON CULTURAL CENTER: <http://prcc.rutgers.edu/>

3. CENTER FOR LATINO ARTS AND CULTURE: <http://clac.rutgers.edu/>

4. ASIAN AMERICAN CULTURAL CENTER: <http://www.aacc.rutgers.edu/>

5. OFFICE OF DIVERSE COMMUNITY AFFAIRS AND LESBIAN-GAY-BISEXUAL CONCERNS <http://diversityweb.rutgers.edu>

## PROFESSIONAL ORGANIZATIONS

1. The American Psychological Association is the major professional association of psychologists. An annual convention presents a most varied program of symposia, research papers, and invited addresses. By joining APA as a student affiliate you receive the American Psychologist, the APA Monitor, and the annual program. Students are encouraged to join as student affiliates. Write APA for an application, 750 First St., NE, Washington, D.C. 20002 (1-800-374-2721), or visit their at: <http://www.apa.org>.
2. Students are also encouraged to join New Jersey Psychological Association as student affiliates. This includes admission to two programs per year, receipt of N.J. Psychologist, and involvement in the politics of psychology at the state level on vital issues. Write NJPA, 349 East Northfield Rd., Suite 211, Livingston, NJ 07039, 973/535-9888; Fax 973/535-6451. Or visit their website: <http://www.psychologynj.org/>
3. The NJ Political Action Committee is the political arm of the N.J. Psychological Association. Formed in 1979, it raises funds to hire a professional lobbyist and is actively involved in the political process at the State level. <http://www.njcitizenaction.org/>
4. The Association of Black Psychologists focuses on desire and commitment to addressing the needs of the Black community, particularly those of a psychological nature; to provide a vehicle for increasing the numbers and effectiveness of Blacks engaged in psychological services. Quarterly newsletters are free to members: The Association of Black Psychologists, P.O. Box 2929, Washington, D.C. 20013 (202-722-0779). Or you can visit their website at: <http://www.abpsi.org/>. There is a NJ Chapter.
5. The National Association of School Psychologists is a major national professional organization for school psychologists, <http://www.nasponline.org/>
6. The NJ Association of School Psychologists (NJASP): Requires certification as a school psychologist by the New Jersey State Department of Education. Student affiliate requires enrollment in a school psychology training program acceptable to the Executive Board. Visit their website at: <http://www.njasp.org/>
7. Psychological Board of Examiners. For NJ licensing information visit their website at: <http://www.state.nj.us/lps/ca/medical/psycho.htm>.

## UNIVERSITY SAFETY AND SECURITY

The safety and security of all members of the university community is of paramount concern to the university's public safety staff.

The staff is comprised of commissioned police officers with full investigative and arrest authority, security officers, and dispatchers. Members of the public safety patrol each campus and respond to requests for assistance on a full-time basis, 365 days a year and twenty-four hours a day.

Primary responsibility for safety and security on the New Brunswick/Piscataway campus is vested in the associate vice president for administration and public safety. On the Newark and Camden campuses, these responsibilities reside in the Office of the Provost.

### **Public Safety Information**

Information regarding public safety at Rutgers is available from the campus police departments or online at: <http://publicsafety.rutgers.edu>. The publication *Safety Matters*, a brochure outlining public safety statistics, services, and programs on each of Rutgers' regional campuses, is published annually and distributed free of charge. To receive a copy of *Safety Matters*, please call the appropriate Rutgers Police Department office at one of the following numbers.

New Brunswick: Rutgers Police (732) 932-7211  
Emergency Services: 848-932-4800