



Psychology

COLLEGE OF LIBERAL ARTS & SCIENCES

MASTER OF SCIENCE IN PSYCHOLOGICAL SCIENCE (MSPS) HANDBOOK ON GRADUATE STUDY

2020-2021

This handbook has been prepared to provide a convenient source of information about Graduate College and Department of Psychology rules, regulations, procedures, services, facilities, and University policies. The information contained is for general guidance on matters of interest to faculty and students. However, the information on campus and University policies contained herein is for informational purposes only and is subject to change without notice. For the most current information, please see the official University versions of these policies as posted on official web sites, which are accessible on the Campus Administrative Manual home page (<http://cam.illinois.edu/>).

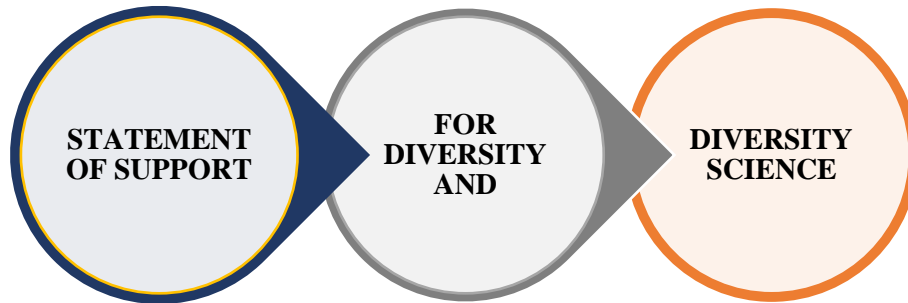
This handbook is updated annually and is subject to edits at any time. Students should obtain the most recent copy at the beginning of each program year.

*DEPARTMENT OF PSYCHOLOGY
UNIVERSITY OF ILLINOIS, U-C
Revised August 1, 2020*

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All members of the University community are asked to support the University's commitment to cultivating a community at Illinois where everyone is welcomed, celebrated, and respected. The University's mission statement on inclusivity can be found at <http://inclusiveillinois.illinois.edu/mission.html>.

In support of the University's mission, MSPS *individuals* are asked to:

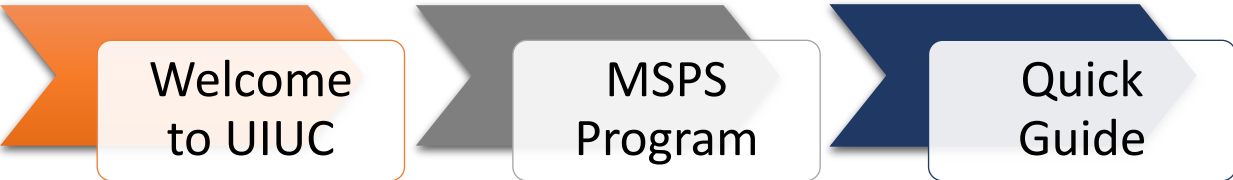
- Appreciate the value of unique identities and experiences.
- Forge relationships between and among groups and people of different backgrounds.
- Create an environment accepting of difference.
- Celebrate what different communities bring to the University of Illinois.
- Affirm the unique identity of every individual.
- Actively address issues of intolerance and insensitivity when they impact any member of our campus community.
- Endorse the Individual Inclusive Illinois commitment, which states:
 - As a member of the University of Illinois community, I commit to supporting Inclusive Illinois.
 - I will encourage the expression of different voices, perspectives, and ideas.
 - I will challenge my own beliefs, opinions, and viewpoints.
 - I will advocate for an accessible, safe, and respectful environment to enhance the living, learning, and working community at Illinois.
 - I will acknowledge and respect the multiple identities represented in each individual.
 - My commitment will be demonstrated by my voice and my conduct.

As a *unit* of the University, the members of the University of Illinois at Urbana-Champaign Department of Psychology are committed to fostering and supporting a climate of inclusion, celebrating human diversity in all its forms and engaging in cutting edge diversity science. Our commitment to diversity reflects the stated values and mission of the University of Illinois. The Psychology Department supports the Inclusive Illinois Commitment:

- As a member of the University of Illinois community, our organization/unit commits to supporting Inclusive Illinois.
- Our organization/unit will encourage the expression of different voices, perspectives, and ideas.
- Our organization/unit will challenge our own beliefs, opinions, and viewpoints.
- Our organization/unit will advocate for an accessible, safe, and respectful environment to enhance the living, learning, and working community at Illinois.
- Our organization/unit will acknowledge and respect the multiple identities represented in each individual.
- Our organization/unit's commitment will be demonstrated by our voice and our conduct.

The Psychology Department invites the students of the MSPS program to view the **Diversity** section of our website by visiting: www.psychology.illinois.edu/diversity/. In the main menu under **Diversity Science**, students can learn about the research programs led by Department of Psychology faculty and their current and former doctoral students. In this same section of our website, students may review campus resources regarding diversity, awards pertaining to the research and implementation of diversity science, and are invited to take part in diversity webinars and events.

Please note that if any student in the department would like to address a concern regarding a violation of the statement on the previous page, s/he is encouraged to bring that concern directly to the Director of the MSPS program, Caroline Tancredy, and/or the Associate Heads, Nicole Allen, and Mark Aber, or the Head of the Psychology Department, Wendy Heller. Drs. Allen and Heller are also members of the Department Diversity Committee, and they are listed with the other members at the bottom of the webpage mentioned above. Every member of the committee welcomes discussions about issues concerning diversity and our commitment to diversity science; their contact information can be found on the Department of Psychology Commitment to Diversity page located at: <https://psychology.illinois.edu/diversity/commitment-diversity>.



Welcome
to UIUC

MSPS
Program

Quick
Guide

1. Have you let us know that you're coming?

- Contact the Psychology Graduate Studies Office at (217) 333-2169.
- Ashley Ramm, Program Coordinator at aramm@illinois.edu or
- June Clark Eubanks, Graduate Contact at jeubanks@illinois.edu.

2. Have you contacted your faculty sponsor and introduced yourself?

- Your faculty sponsor's name was mentioned in your acceptance letter. Contact information for faculty can be found on the Psychology Department's website:
- <https://psychology.illinois.edu/directory/faculty>.

3. Have you considered registering with the Disability Resource and Education Center (DRES)?

- Many students find support through DRES services, including those with physical and learning disabilities. If you think that you might benefit from their array of learning and testing accommodations, please contact the DRES center prior to the first day of classes.
- Contact the Student Services Office at (217) 333-4603 or disability@illinois.edu
- Or visit the website at <https://www.disability.illinois.edu/applying-services>.

4. Have you considered applying for financial aid?

- The MSPS program does not offer assistantships, fellowships, or tuition waivers, but the Office for Student Financial Aid (OSFA) may be able to help you acquire student loans.
- Contact the Office of Student Financial Aid (in the Student Services Arcade), located at 620 E. John Street, MC-303, Champaign, IL 61820 at (217) 333-0100 or via email at finaid@illinois.edu.
- Or visit the website at <https://www.osfa.illinois.edu/>.
- Federal School Code: 001775

5. Have you completed CITI training through the Office of Protection of Research Participants (OPRS)?

- The OPRS requires all faculty, IRB members, staff, students, and researchers listed on an IRB protocol complete IRB training.
- One component of a comprehensive human research protection program is an education program for all individuals involved with research subjects. The University of Illinois at Urbana-Champaign is committed to providing training and an on-going educational process for investigators and members of their research team related to ethical concerns and regulatory and institutional requirements for the protection of human subjects.
- MSPS students will become involved in research and are required to complete CITI (Collaborative Institutional Training Initiative) training. If you have any questions about preparing to conduct research with human subjects, please contact the OPRS office.
- Contact Christopher Davies, Human Subjects Research Specialist, at cddavies@illinois.edu or at (217) 333-2670.
- Email the OPRS office at irb@illinois.edu or visit their website at <https://oprs.research.illinois.edu/>.
- Find CITI Training Info at <https://oprs.research.illinois.edu/instructions-citi-training>.

6. If you are an international student, do you need to sign-up for the English Proficiency Test (EPT) or the English Proficiency Interview (EPI)?

- Please see the website below to review the conditions that require international students to demonstrate proficiency in English.
- <https://grad.illinois.edu/admissions/instructions/04c>.

7. Have you marked your calendar for the *mandatory* MSPS graduate orientation?

- Date: Friday, August 21, 2020 (Schedule will be e-mailed)

8. Have you completed your registration?

- After you are enrolled in the MSPS program, you will be instructed to register for classes and lab work. If, in the weeks prior to the start of the semester, you are still making decisions about course selection, make an appointment with the director, Caroline Tancredy, at tancredy@illinois.edu to finalize your course selection.

9. Have you obtained a university Net ID and established your email address?

- See the Graduate College Quick Guide at this website:
<https://grad.illinois.edu/gradmap/quick-guide>.

10. Have you learned about the student healthcare coverage and do you know the deadline and requirements for opting out?

- See the Graduate College Quick Guide at this website:
<https://grad.illinois.edu/gradmap/health-care>.

11. Have you picked up your keys?

- Contact Melissa Odom at modom3@illinois.edu. Her office is located in room 328 of the Psychology Building.
- There is a \$20 deposit to obtain your MSPS space key.
- You will also register your University Identification Number (UIN) with her. This will allow you to enter the Psychology Building with your Student ID card.

12. Have you been added to the Psychology Department mail groups?

- Once you have been admitted to the program, you will be placed on several email lists, including:
- psy-mspsgraduates@illinois.edu - for ALL students in the MSPS program.
- psy-mspsblue@illinois.edu - for MSPS students who entered the program in the fall semester of 2020 and will graduate in the spring of 2022 **<OR>**
- psy-mspsorange@illinois.edu - for MSPS students who entered the program in the fall semester of 2019 and will graduate in the spring of 2021.
- You can request to be added to other mail groups, such as program-area brown-bag groups, lab groups, and course groups.

PSYCHOLOGY DEPARTMENT FACULTY AND STAFF

CONNECTING YOU TO KEY PERSONNEL



Caroline Tancredy, MSPS Program Director

- Room 332 | 217.244.7409 | tancredy@illinois.edu
- Assistant Professor; Professional Development Coordinator; Advisor



Wendy Heller, Department Head

- Room 315 | 217.333.0632 | w-heller@illinois.edu
- Executive Officer and Professor



Nicole Allen, Director of Graduate Studies

- Room 323 | 217.333.0022 | allenne@illinois.edu
- Associate Head, Professor, Advisor; coordinates graduate admissions, chairs graduate education, university liaison



Mark Aber, Director of Undergraduate Studies

- Room 725 | 217.333.6999 | maber@illinois.edu
- Associate Head, Professor; coordinates undergraduate admissions, chairs undergraduate education, university liaison



Ashley Ramm, Graduate Studies Office

- Room 307 | 217.333.2169 | aramm@illinois.edu
- Coordinates information about policies, registration, student record management, degree requirements, and graduation.



June Clark Eubanks, Graduate Studies Office

- Room 307 | 217.333.2169 | jeubanks@illinois.edu
- Coordinates information about policies, registration, student record management, degree requirements, and graduation.



Melissa Odom, Office Support Associate

- Room 328 | 217.300.1448 | modom3@illinois.edu
- Keys, supplies, copy room codes, and assistance



Jane Jukes, Assistant to the Department Head

- Room 315 | 217.300.0071 | j-jukes@illinois.edu
- Administrative support for Dr. Wendy Heller; schedules appointments; coordinates department receptions and events



Dana Loschen, Front Office and Mailroom

- Room 308 | 217.333.0631 | danal@illinois.edu
- Mailroom receiving; distribution of mail and packages



Summer Curry, Human Resources Representative

- Room 333 | 217.265.6994 | sdcurry@illinois.edu
- Processes hourly timesheets and coordinates human resources info for the Psychology Department



Firmino Pinto, Research Engineer

- Room 39B | 217.300.2947 | pinto@illinois.edu
- Technical engineering; audio/visual equipment checkout



Jim Clark, Building Operations Manager

- Room 39A | 333-7912 | jclark76@illinois.edu
- Routine building maintenance; inventory; receiving; recycling information and assistance

We are currently performing a job search for the Director of Information Technology (IT) at Psychology. This person will handle ATLAS IT and software applications. In the meantime, please contact Firmino Pinto, above, with your IT questions. Thank you!

Resources and Services

Communication and Electronic Mail

At the beginning of each semester and throughout the year, graduate students will receive emails and notices requesting information needed by the Psychology Graduate Studies Office, located in room 307 of the Psychology Building. In addition, the MSPS Director will contact students with information about the MSPS program of study. Each student should set up their Net ID and email address as soon as possible so that they can receive important notices.

Students must acquire a University email account. All University of Illinois students are assigned a Net ID when they are admitted, and each student is sent an email with instructions for setting up their Net ID and password at that time. The link to claim the individually assigned Net ID is <https://netidclaim.illinois.edu/>. To complete the process, each student shall use the information contained in the Graduate College admission offer letter. The Enterprise ID and password are needed to register for classes. It also gives students access to the University's administrative system for official records in Student Services, Financial Aid, and Billing. Once a student has obtained their Net ID and password, they may set up their Enterprise ID at: <https://apps.uillinois.edu/selfservice/> by following the steps for first-time users.

If an email address other than the University of Illinois email address (e.g., Gmail, Hotmail, etc.) is preferred, the University account must still be checked. The department has a number of email groups that use University email addresses to communicate important messages to graduate students. Sometimes University email does not forward these communications to alternative accounts. *It is the student's responsibility to check the assigned University email frequently and to respond promptly to requests made via email.*

Postal Mailing Services

Location: 308 & 312 Psychology Building

Incoming and outgoing mail. Dana Loschen manages incoming and outgoing U.S. mail. Outgoing mail can be deposited in room 312. U.S. postal employees pick up and deliver mail Monday through Friday between 11:30 a.m. and 2:30 p.m. For incoming mail, a group mailbox for the MSPS program is located on the wall outside of room 307. Additionally, the University utilizes an intercampus mailing facility; a blue campus mailbox is located next to the main elevators on the 3rd floor.

Sending and receiving personal mail at the Psychology Department mail office. The department does not provide stamps for personal use. Individuals who supply their own postage may put personal outgoing mail in the outgoing mail container in 312. Personal mail *cannot* be delivered or forwarded to the Psychology Department, including bills. If an individual has personal mail delivered to the department, a reminder about the policy will be given. If personal mail continues to be delivered to the department after the reminder has been given, the department will refuse delivery of such items.

Copying Services and Office Supplies

The department does not provide services for personal copying or office supplies for individual faculty or students. Students who are using copy services on behalf of a lab may do so with an authorized copy code received from the lab manager. MSPS students will obtain a code for Professional Development courses. For all other copying needs, students are directed to use copy services outside of the department.

As of August 2020, department copy services must be requested by filling out the Copy Request Form and returning it to Brenda Reinhold or Melissa Odom. This new policy is meant to protect users by limiting contact in the copy room. Students can submit the copy request form electronically. Completed copy orders are available outside of Brenda Reinhold's office (Rm. 337).

Printing

Computer labs are available for use in rooms 219a and 453d of the Psychology Building. Room 219a is open 24 hours per day, 7 days per week, but 453d is only open during regular building hours. Classes are intermittently held in each room. During those times, only members of those classes are permitted to enter the labs. Students will be asked to enter their Net IDs and passwords when logging in and may use the printers in each of these rooms. If technical difficulties arise with the printers or they run out of paper, the student may contact Firmino Pinto (listed in the *contact information* section above). You may also use a printer located in the copy room on the 3rd floor, if needed. Finally, MSPS students can use the copy request form to request printing. The MSPS copy code will be required to process these requests.

Writing Support

The Department of Psychology is dedicated to developing, improving, and enhancing student's writing skills. Students can receive support through the Psychology Department Writing Support Center, located in room 205. The Writing Center Teaching Assistant (TA) will have regular office hours for drop-in writing support and consultation; meetings can also be made by

appointment. (Please inquire with the Grad Studies Office, Room 307, for the contact information). The TA can help students with papers in progress and can direct students to additional campus resources to improve writing skills. Students can also receive writing support at the Center for Writing Studies (<http://www.cws.illinois.edu/workshop/appointments/>), located at 251 Undergraduate Library.

Designated MSPS Space

Safety protocols are located in every room and should be read prior to using MSPS space.

MSPS Workspace (Room 354). This space is available to MSPS students who wish to study quietly. Group study is permitted with the agreement of those present. Priority should be given to quiet study. (Yes, you may leave your belongings in this room for a short period of time. This room is reserved for MSPS students and only MSPS students have a key to this room. If you plan to be away from your workspace for more than an hour, please clear the space for another student).

Susan Stout Resource Library and Career Center (Room 353). This space is available to MSPS students who wish to read or research career and graduate study materials. Guest speakers for the Professional Development Seminar may use this room as a preparation area. This room may also be *reserved* for group project work by contacting Caroline Tancredy or June Clark Eubanks.

MSPS Seminar and Group Study Room (Room 355). This room is reserved for MSPS seminars and group tutoring. MSPS students, tutors, and teaching assistants who wish to use this space can contact Caroline Tancredy at tancredy@illinois.edu prior to using the space.

All people using MSPS space should be aware that research laboratories are located in this wing and noise should be kept to a minimum.

Libraries

Education and Social Science Library. The primary collection of psychology journals and books can be found at the Education and Social Science Library, 100 Main Library Building, 1408 West Gregory Drive, two blocks from the Psychology Building. Many older journal volumes and books are located in the Main Book Stacks on the second floor of the Main Library. The library provides electronic access to most of the journals they subscribe to, and hard copies of books and journals can be ordered for delivery to the Psychology Department (MC-716, Room 353, MSPS Resource Library). Links to various library services are found at <http://www.library.illinois.edu/>.

You may also access the university library and its resources from home by logging into your account on the Main Library website. When in doubt, use the “Ask a Librarian” feature on the library homepage. A real person will respond!

MSPS Library Guide. <http://guides.library.illinois.edu/mspsycsci>

This guide was created by the Social Science, Health, and Education Library (better known as SSHEL) to provide an overview of library collections and services for students in the Master of Science in Psychological Science program.

Other University of Illinois Libraries. The University of Illinois Library system has more than 40 libraries. Those with materials relevant to research in psychology include the Applied Health Sciences Library, Biology Library, Grainger Engineering Library, and the Health Sciences Library. The library website given above includes a list of all of the libraries and their locations.

Google Scholar Publication Search. Students can also use Google Scholar to access publications. Google Scholar will return results for a variety of sources, including web pages, PDFs, and books. Some of the PDFs are available in repositories that you can access anywhere (e.g., on a scholar’s websites); some of the results will require using campus networks to access (e.g., publisher websites for which the university has a license). These results may provide full text documents.

MASTER OF SCIENCE IN PSYCHOLOGICAL SCIENCE PROGRAM

Program Aims

The Master of Science in Psychological Science Program has two major aims. First, the program aims to provide advanced training for students who wish to pursue doctoral education, but who do not yet have sufficient preparation or research experience in the field of Psychology. Students with this aim will choose to focus on data analysis and research.

Second, the program aims to prepare students who wish to pursue professional careers in industry that require or value a master's degree in psychology. Knowledge of human behavior and advanced analytic and statistical skills have become increasingly desirable across sectors (e.g., in technology, healthcare, education, government). Students with this aim will choose to focus on expanding their knowledge in applied and general psychology.

Students are invited to discuss their future goals with the program director, Caroline Tancredy, as often as desired. It is common for students to change or modify their goals, which may result in adjustments to a student's strategy to prepare for their next steps.

The Master of Science in Psychological Science Program aims to provide specific learning outcomes to all students, including:

Learning Outcome 1

Students will demonstrate an advanced level of knowledge about topics in psychological science (e.g., current debates in the field, current methods and measurement practices, and new issues in research ethics).

Learning Outcome 2

Students will demonstrate depth of knowledge of content and methods in their program of study (e.g., attention and perception, cognitive neuroscience, social psychology, and industrial/organizational psychology). Depth of knowledge will be acquired through participation in active research labs, production of a lab report, selection of specialized electives, and the successful practice of critically evaluating research in psychological science. Critical evaluation includes considering internal and external validity, implications for theory, and methodological and analytical integrity.

Learning Outcome 3	Students will demonstrate research skills (design, analysis, and interpretation of research reports) in major and sub fields of psychological science through coursework in statistics and research practices and through participation in active research laboratories. In courses and in lab contexts, students will use appropriate statistical techniques to analyze data and interpret results.
Learning Outcome 4	Students will identify and communicate independent research interests. Students will identify independent research interests through discussion with their advisor and through a review of literature. Students will communicate independent interests through formal presentation of their ideas as part of a public speaking requirement in core courses. Students will communicate these interests through a written report, or a successful submission of a proposal to the OPRS, or the submission of a pre-registered report, or by contributing to the creation of a manuscript.
Learning Outcome 5	Students will produce examples of academic writing that reflect independent research interests. Students will demonstrate writing competency through a written report, or a submission of a pre-registered report, or a successful submission of a proposal to the OPRS, or the creation of a manuscript.
Learning Outcome 6	Students will set academic goals and design action plans for pursuing doctoral work or jobs in industry through the construction of professional development materials (e.g., the creation of a CV, resume, cover letter, professional profile, personal statement, and research plan).

All students in the MSPS program will receive personal advising, mentoring, a specialized lab experience, professional development training, statistical and methodological instruction, and elective coursework applicable to the student's interests.

Advising and Mentorship

Advising and mentorship are essential to the success of the MSPS program. All MSPS students should regard the Program Director, Associate Head and Director of Graduate Studies (DGS), the Graduate Studies Office Personnel, and the Faculty Sponsor as a team of individuals that is prepared to offer guidance and support.

Individual Advising with the Program Director

MSPS students will receive advising from the Director of the MSPS program, Caroline Tancredy. The Director assists MSPS students in planning graduate work and has the general responsibility of discussing all matters pertaining to enrollment in the MSPS program. These matters may include course selection, professional development, career planning, the preparation of application materials for future endeavors, pursuing research interests, and program evaluation. Additionally, the Director serves as a resource and advocate for student concerns.

Faculty Sponsor

Students should regard their individual faculty sponsor as the central member of their mentoring and advising team. The faculty sponsor provides a place in his or her lab for MSPS students and can advise students in matters of research, project development, course selection, and goal setting. Please note, however, that some faculty members may have more availability than others. For example, some faculty sponsors are committed to providing lab experience but may be less available to supervise independent research. Students who need supplemental mentorship should speak with the Director, Caroline Tancredy, about this need.

Graduate Studies Office Personnel

Ashley Ramm and June Clark Eubanks in the Graduate Studies Office assist students in numerous aspects of graduate business, such as providing general information about policies, requirements, deadlines, and events; registration; academic records and degree progress; petitions and waivers of department requirements; graduate course permit overrides; degree conferral; graduation certification; admissions information and processing; English Proficiency Interview (EPI); and general graduate student concerns. Their offices are located in room 307.

Associate Head and Director of Graduate Studies

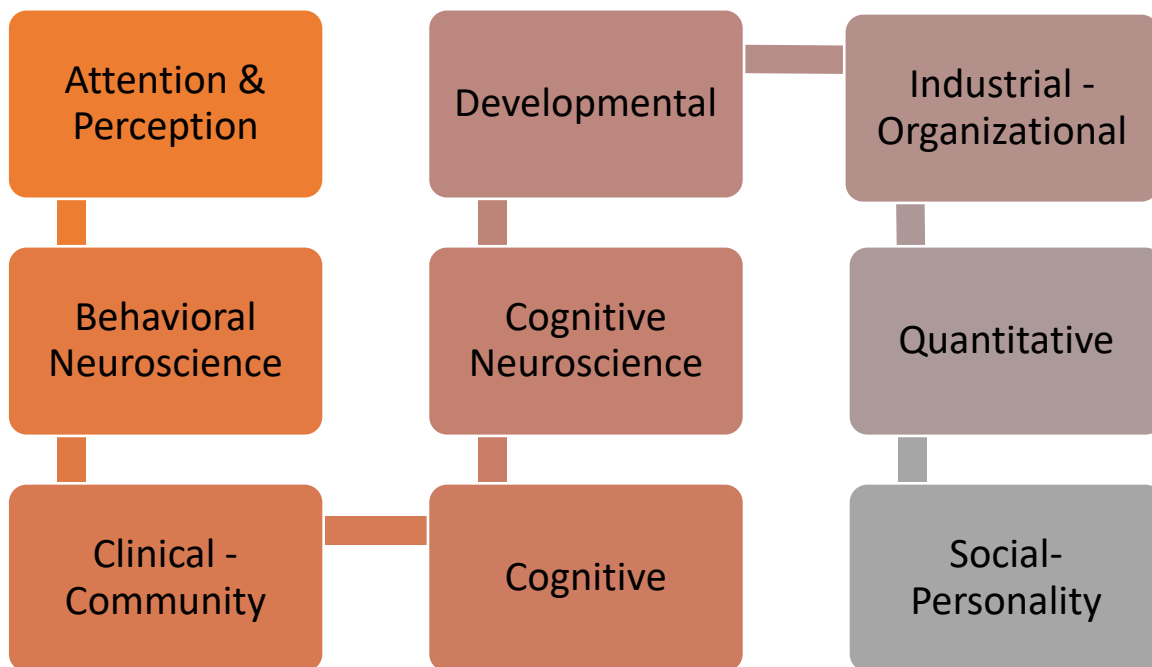
The Associate Head/DGS, Nicole Allen, oversees both the doctoral and master's graduate programs. The DGS serves as a point of contact for the graduate students and, when appropriate,

acts as the liaison among the students, MSPS Director, program faculty, and the Graduate College/University. Students who have questions or concerns with aspects of the MSPS program can bring them to the Director, and/or to the DGS.

Lab Experience and Area of Study Specialization

The Psychology Department is comprised of nine program areas. Upon entrance to the Master of Science in Psychological Science program, each student is matched with a faculty sponsor (described above) and given a lab placement in one of the program areas listed below. This experience will provide opportunities for meaningful participation in a research laboratory, help to prepare students for future doctoral research, and expand the student's understanding of the practices of psychological science. The faculty sponsor may provide opportunities to collaborate on research projects or professional presentations if such opportunities are available. MSPS students may also have the opportunity to participate in work conducted by doctoral students who are members of the lab of the faculty sponsor. These opportunities will vary from lab to lab.

The program areas in the Psychology Department are as follows:



For lab experience, students will enroll in **PSYC 590** for a minimum of 2 credit hours per semester for four semesters. Check with June Clark Eubanks or Ashley Ramm in the Graduate Studies Office to determine the Course Registration Number (CRN) for your faculty lab assignments, as the advisor's numbers often change from semester to semester.

Lab Experience and Student Responsibility

Students are encouraged to take responsibility for making clear their research goals and training needs through discussions with their faculty advisor. If for any reason a student struggles with advisor communication, they are encouraged to speak with the director, Caroline Tancredy, to get assistance. Further, students are expected to be proactive about finding additional research opportunities if they are desired. Once research collaborations have been established, students should clarify their roles on projects and follow through with their responsibilities. Please do not hesitate to seek guidance on establishing research projects, maintaining productive collaborations, and overcoming obstacles that naturally arise with complex projects.

Coursework Requirements

Professional Development Seminar

Enrollment. Students will enroll in **PSYC 500** Professional Development Seminar each semester (1 credit hour per semester), totaling four credit hours over the course of four semesters. Professional Development can only be taken for one credit hour per semester and cannot be audited or taken for zero credit hours.

Objective. Professional Development provides practical guidance to graduate students in psychology about a variety of professional issues, including topics such as publishing, speaking, writing, teaching, research ethics, mentoring, interviewing (jobs, graduate school), and preparing for different career options. The seminar provides a forum to address common questions and challenges encountered by graduate students in psychology. The format of this course is subject to change, depending on the goals and training needs of the current class. In third semester, students are required to produce a brief literature review.

Statistics

Each student will enroll in a statistics course sequence. Typically, students will enroll in **PSYC 506** (Statistical Methods I; fall semester, Year 1, 4 credit hours) and **PSYC 507** (Statistical Methods II, spring semester, Year 1, 4 credit hours) or another course sequence approved by the MSPS Director (see below). Students wishing to take additional statistics courses may elect to take them in Year 2.

PSYC 506 - Statistical Methods I covers techniques in applied statistics used in psychological research, including simple linear regression, partial and multiple correlation, and nonparametric methods, and thorough review of statistical estimation and significance tests. The course emphasizes applied statistics and statistical computing.

PSYC 507 - Statistical Methods II is a continuation of PSYC 506. Topics include experimental design, including Latin squares, factorials, and nested designs; expected mean squares; analysis of covariance; and the general linear model.

Statistics courses that are equivalent to PSYC 506 and PSYC 507 are available in the departments of Animal Science, Crop Science, Economics, Educational Psychology, and Sociology. These courses may be substituted with the approval of the MSPS Director if they are more appropriate for a given student's program of study. Additionally, departments may require prerequisites for enrollment in any given course.

Research Methods in Psychological Science

The methods requirement for the MSPS program is met by completing **PSYC 501** Research Methods in Psychological Science (spring semester, Year 1, 2-4 credit hours).

This course is designed to introduce Master of Science in Psychological Science students to the breadth of research conducted in Psychological Science; to train them to become informed, critical, and thoughtful consumers of psychological science; and to enhance their ability to contribute to open and reproducible research methods.

In this course students will: (a) explore topics concerning the best research practices used in the different areas of psychology; (b) receive instruction on methodological and measurement concepts, such as reliability, confounds, bias, and random assignment; (c) read and evaluate research reports; (d) learn basic programming/coding skills in R; and (e) produce thoughtful writing that evaluates research papers.

In this course, students are required to produce a research proposal on a topic of their choice.

Electives

Students will work with the director to select three elective courses (levels 400 and 500), typically taken in the second year of the program. Electives can be taken at any time, but some courses may require the completion of first-year statistics courses. A complete list of psychology courses is available at <http://catalog.illinois.edu/courses-of-instruction/psyc/>, however, some restrictions may apply. Students can choose electives offered outside of the psychology department, depending on their area of study. Students will meet with the MSPS director to ensure that appropriate electives are selected. Students should not assume that the course they choose will satisfy an elective requirement.

Program Area Professional Seminar

This seminar (**PSYC 598**) is also known as the **Brown Bag Series**. Students are strongly encouraged to attend the weekly presentations and discussions of current research by faculty, graduate students, and visiting scholars offered in the student's program area of interest. For example, if a student has been paired with a faculty sponsor in the Developmental program area, s/he would attend the Developmental Professional Seminar (typically referred to as the Developmental Brown Bag). However, students who have interests that span several program areas are welcome to attend any professional seminar. As attendees, students are encouraged to participate in discussion. Students may enroll in PSYC 598 for 0-1 credit hours. (Please note that if the brown bag seminar conflicts with another course you are taking, you may obtain an override from Ashley Ramm or June Clark Eubanks in the Graduate Studies Office. Also, the brown bag is not a *required* course, so you may decide not to register for it. However, this seminar provides opportunities to make connections with peers and professors in your program of interest).

English as a Second Language

If a student is mandated to take the English Proficiency Test or EPT (as stated in the letter of admission), then the results of the EPT determine mandatory courses as part of the student's course of study. Until the student completes those courses, s/he is on limited admission status. The requirement to take the EPT is made by the Office of Admissions and Records, based on the student's pre-matriculation test scores (e.g., TOEFL, IELTS) and other application information. For more details about the EPT please visit this website <https://linguistics.illinois.edu/languages/english-second-language>. To find testing dates and register for the EPT, please visit this website <https://linguistics.illinois.edu/languages/english-placement-test/ept-information-and-registration-graduate-students-visiting>.

Academic Structure and Performance Evaluation

Minimum and Maximum Credit Hours

Domestic Students

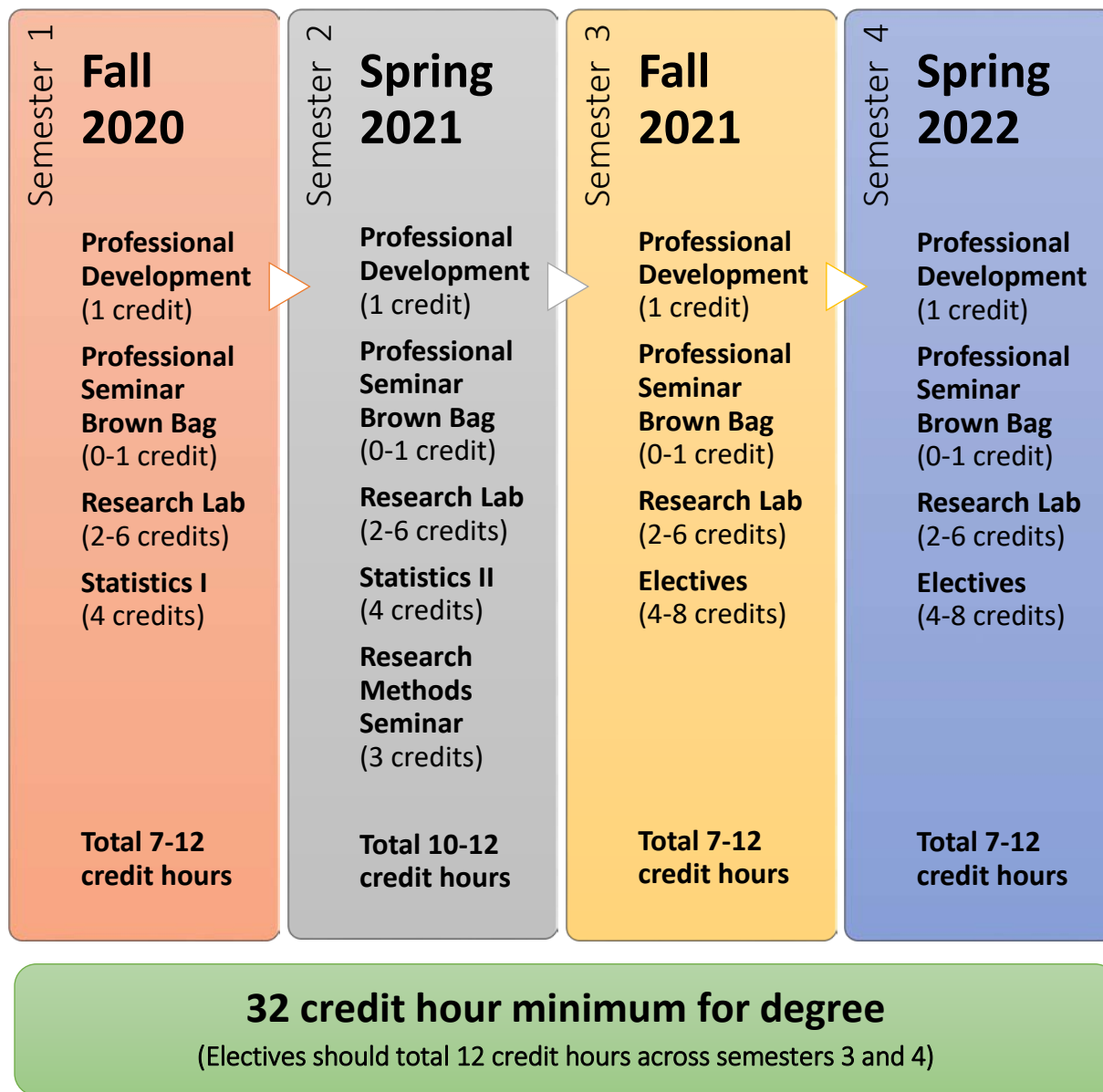
- Domestic students in the MSPS program should enroll for at least 6 hours *for each of 4 semesters*, which will generate a tuition and fee assessment in the **Range-2 category**. Please see this webpage for details <https://registrar.illinois.edu/g-tuition-cr-1718>. Range-2 enrollment is capped at 11 credit hours.
- Exceeding the limit of 11 credit hours is permitted but doing so will generate tuition and fee assessments in the Range-1 category. ***Students are not permitted to enroll in fewer than six credit hours and must complete the degree requirements in a minimum of four semesters.*** Some exceptions may apply on a case-by-case basis, such as an approved “Leave of Absence” situation.
- A minimum of 32 credit hours are required for the degree. Among these credit hours, at least 12 hours must include 500-level courses.

International Students

- International students in the MSPS program must enroll for at least 12 hours, for each of the first 3 semesters which will generate a tuition and fee assessment in the **Range-1 category**. Please see this webpage for details <https://registrar.illinois.edu/g-tuition-cr-1718>.
- ***International students may enroll for five or fewer credit hours in the fourth and final semester of study.*** Doing so will generate tuition and fee assessment in the Range-3 category.
- A minimum of 32 credit hours are required for the degree. Among these credit hours, at least 12 hours must include 500-level courses.

Timeline

Following is an example timeline that demonstrates how a student may complete the degree requirements across four semesters.



Academic Progress toward the MSPS Degree and Student Evaluation

Program Evaluation. Students in the MSPS program frequently receive informal feedback as a means to ensure that they are making progress in the development of skills and knowledge. The Director of the MSPS program more formally evaluates students each semester. Formal evaluations are given to both the student and the DGS. The primary information on which the

formal evaluation is based includes course grades, progress in laboratory work, progress in meeting degree program deadlines, professional conduct, and progress toward an action plan for future educational or employment goals. Students will have an opportunity to discuss their evaluation with the Director of the MSPS program. Students also have the option of enclosing a statement with their evaluation, which will be filed in the Graduate Studies Office.

Per the *Graduate College Handbook* for Graduate Students and Advisers: Members of the University of Illinois campus community are expected to adhere to the highest standards of professional conduct in carrying out their classroom and laboratory responsibilities. Such conduct is subject to norms and ethical codes that vary somewhat among disciplines, as well as to differing individual perceptions and interpretations, but certain general ethical guidelines reflecting the commitment of the campus to these standards are applicable to all University of Illinois faculty, staff and graduate students.

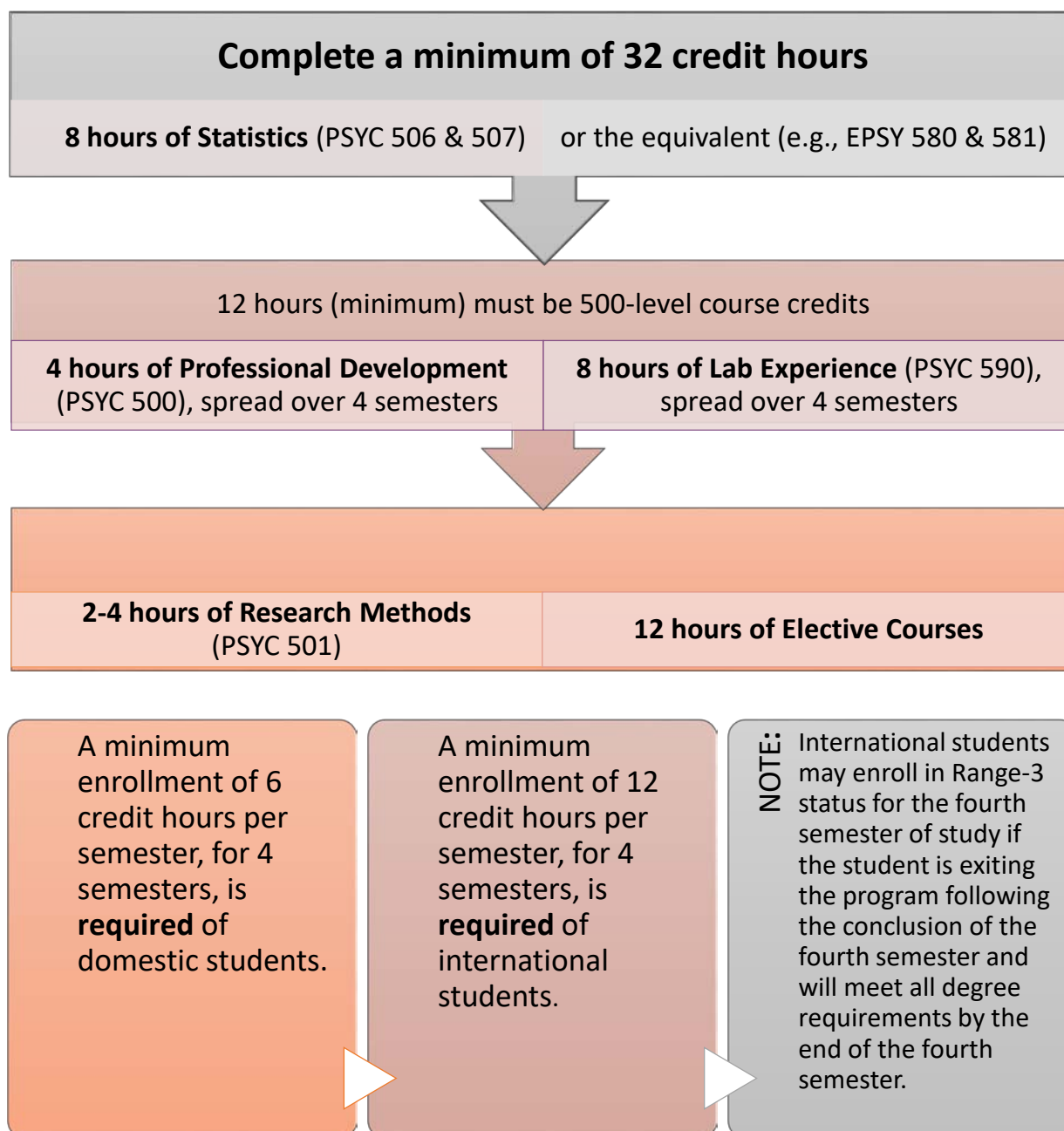
All MSPS students should review the *Graduate College Handbook* in further detail. In particular, see Responsible Professional Conduct: Guidelines for Teaching, Research, and Service at <http://www.grad.illinois.edu/>. In addition, refer to the Appendix here for APA's Code of Conduct at <http://www.apa.org/ethics/code/>. Students can be dismissed from the MSPS without notice for violations of these codes.

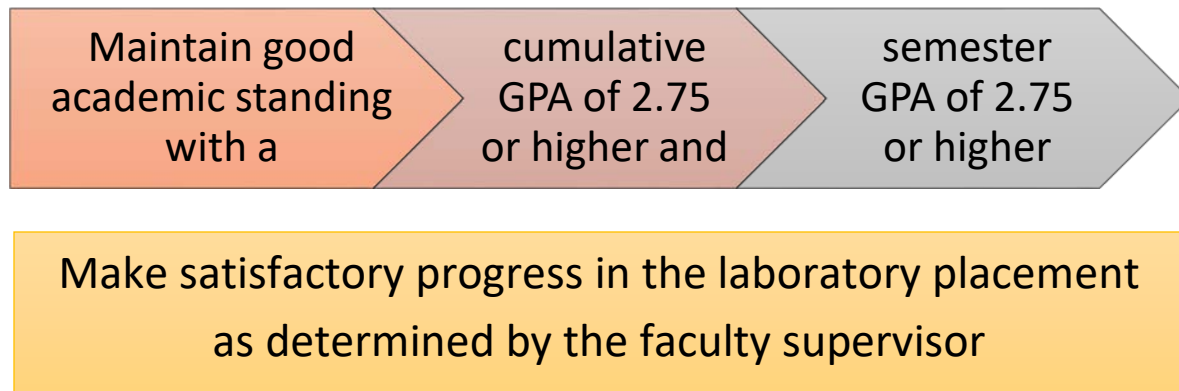
Lab Experience Evaluation. Each faculty sponsor will set his or her own expectations for a student's participation in a lab. Toward the end of the first and third semester the Director will formally inquire about the student's participation and performance with a brief survey. The Director will also inquire about the student's satisfaction with the lab assignment. The Director, faculty sponsor, and student will determine if the lab assignment is a good fit for both the sponsor and the student. The fit will be satisfactory if the student has adequate opportunities to develop research skills, if the student makes a contribution to the sponsor's lab, and if the student upholds the expectations set by the sponsor or lab manager. The sponsor will be encouraged to make recommendations about how a student can maximize his or her future learning opportunities in the lab.

Mid-Semester Advising. Mid-semester advising occurs at the midway point of each semester. During this review, the MSPS program director completes a detailed semi-structured interview with each MSPS student. In this interview students are invited to discuss all matters of the program, including satisfaction with coursework, satisfaction with professional development activities and goals, personal goal setting and time management for developing research projects, future professional aspirations, progress related to writing skills development, quantitative training, and research interest development. In an effort to track the development of collaborative lab work, students are required to provide detailed accounts of ongoing projects, name collaborators, and identify the expected outcome of involvement in their projects (e.g., authorship, poster presentation, and training). Following assessment, students are asked to

contemplate elective coursework that would scaffold their research interests. The director and the student then agree to an academic plan. Finally, students are asked to identify mentors who serve as additional sources of support for professional goals. When the report is completed, the director provides a copy to the student and asks the student to evaluate the accuracy of the report. The student makes necessary amendments to the report. At the end of the semester, the student is required to provide any updates on course progress and research project status.

Summary of Department Requirements for the MSPS Degree. Departmental requirements for the degree include:





Early Exit from the MSPS Program. A student can exit the program at any time. It is strongly recommended that a student discuss their decision to leave the program with the director, Caroline Tancredy, or the DGS, Nicole Allen. Every attempt will be made to ensure a smooth transition out and exit from the program.

If a student joins the Department of Psychology as a student in the MSPS program, they may NOT apply for the University of Illinois, Urbana Champaign Doctoral Program in Psychology in their first year of study. Students are permitted to apply for the Doctoral Program during the fall semester of their second year of study.

Unsatisfactory Progress

Minimum GPA Requirement. The minimum cumulative and semester grade point average (GPA) for graduate students is 2.75. The GPA is assessed by the Graduate College at the end of each semester and shared with the department.

Incomplete Work. When a student receives an incomplete grade (I) or a deferred grade (DFR), the student must complete the necessary work, papers, or assignments by the last of instruction of the following semester. For example, if the incomplete grade is given for the fall semester, the missing work must be submitted and a letter grade must be filed by the instructor by the last day of instruction in the following spring semester. Please note that the individual research course, PSYC 590, is not eligible for DFR grades. A grade of (S) satisfactory or (U) unsatisfactory must be assigned at the end of the semester in which the student was registered for credit.

Academic Probation. The following Graduate College requirements hold concerning probationary status for those who fall below this minimum:

A student who has a cumulative graduate GPA of less than 2.75 at the end of any semester of enrollment will receive a letter from the Graduate College informing the student that s/he has

been placed on academic probation and a copy of that letter will be sent to the Department of Psychology. Additionally, a student who has *semester* graduate GPA of less than 2.75 may be placed on academic probation and will receive a letter from the Graduate College informing the student that s/he has been placed on academic probation.

A student who has received this letter has one semester (directly following the warning letter) in which to raise his/her GPA to 2.75 or higher. A graduate student placed on probation who fails to improve the GPA to the required level by the end of the next term of enrollment will receive a notice of dismissal from the Graduate College. This action prohibits the student from registering and drops any courses for which the student has pre-registered. If a student is dismissed from the Graduate College because of a low cumulative graduate GPA, the graduate student petition process may be used to request reinstatement. The Graduate College will consider petitions containing strong program support and strong justification based on other factors pertinent to the program's determination of satisfactory academic progress. It is important to note that a student on academic probation is also ineligible to receive a degree for a maximum of one term (semester or summer session) following the probationary period.

Departmental Probation. Advisors and departments take factors other than satisfactory grades into consideration in determining qualifications for advanced degrees. An adequate GPA does not in itself ensure continuance in an advanced degree program. The department keeps a record of deferred and incomplete grades, as well as written evaluations provided by the MSPS Director, faculty sponsors, and instructors. These factors, along with other skills, aptitudes, and conduct, are considered by the department in determining satisfactory progress and the decision to permit students to continue in the MSPS program.

Students may be placed on departmental probation if the Director determines that the student is failing to meet academic or professional standards. For example, if a student is absent for a significant portion of his or her lab commitment, the student will be regarded as failing to meet professional standards. In such cases, the student will receive official written notification from the Director that s/he may continue on a probationary status. The student will be given information about the steps to take to be removed from probation and the time frame in which these steps must be taken. If the student fails to meet the terms of probation, then further action may be taken to dismiss the student from the program. The Graduate Studies Office must receive notification from the Director if this action is being taken for any student in the department.

Student Access to Academic File. Students may examine their own academic file simply by emailing a request to Ashley Ramm or June Clark Eubanks in the Graduate Studies Office (room 307). Requests will be processed in 48 hours or less. The Graduate Studies Office staff will remove from the folder any material, such as letters of recommendation, which were provided on

a confidential basis. Thereafter, students may make copies of any documents contained in their folders.

Receiving the MSPS Degree from the Graduate College

At the beginning of the last term of enrollment, a student who wishes to graduate **must add their name to the DEGREE LIST** via Student Self Service (aka: Enterprise) at <https://apps.uillinois.edu/>. The student will select the “Enterprise Authentication Service” tab and a request will appear for the student’s username and password. After login, the student will complete the following steps:

- The student will select the GRADUATION option and enter the MSPS curriculum.
- The option APPLY TO GRADUATE will appear and the student will be prompted to enter a DIPLOMA ADDRESS. The diploma will be mailed approximately eight to twelve weeks after the term’s conferral date.
- The student will then be asked to select the GRADUATION TERM. At this point, the student should double-check all information for accuracy and press SUBMIT.
- If the student is unable to select the correct degree and/or term, s/he should contact Ashley Ramm or June Clark Eubanks in the Graduate Studies Office (room 307) for assistance.

Students who wish to participate in CONVOCATION AND/OR CAMPUS-WIDE COMMENCEMENT ceremonies can do so by following the instructions below:

- To attend the Psychology Department Convocation, students must register for the event. Details can be found on our website at: <http://www.psychology.illinois.edu/undergrad/current/graduation/>. If a student plans to attend this convocation, s/he should notify his or her faculty sponsor and any others who may wish to be present.
- The campus-wide Commencement (*actual degree conferral*) requires a separate registration. Details can be found at the following link: <http://commencement.illinois.edu/students/index.html#todo>.
- **Students may attend one, both, or neither of the above ceremonies. However, in order to receive the MSPS degree, the student must be added to the degree list (see above).**

Graduation Checklist for MSPS Grad Students

1

- 12 credit hours 500-level courses including:

2

- 8 credit hours of Statistics courses, PSYC 506 and 507, or equivalent

3

- 2-4 credit hours of Research Methods for MSPS - PSYC 501

4

- 4 credit hours of Professional Development - PSYC 500

5

- 8 credit hours of Lab Research - Psych 590

6

- Minimum of 32 credit hours total including:

7

- 9-12 credit hours of approved elective coursework

8

- Good academic standing with a cumulative GPA of 2.75 or higher

9

- No outstanding grades of "I" (incomplete)

10

- Student's name has been added to the **DEGREE LIST**

11

- Graduation regalia has been ordered, if participating in ceremonies
(the cost of the rental is the responsibility of the student)

12

- Arrangements made for responsible exit from laboratory placement

13

- Completed Exit Survey administered by the Graduate Studies Office

14

- Personal belongings have been removed from the MSPS spaces

15

- All keys have been returned and the key deposit has been collected

REGISTRATION INFORMATION

Information about the courses offered by the Psychology Department each semester can be found at <http://catalog.illinois.edu/courses-of-instruction/psyc/>.

All course registration is accomplished online. If students have questions about how to register or have any problems doing so, they are encouraged to visit the Graduate Studies Office in room 307 of the Psychology building.

General Procedure

1. Read the *Coursework Requirements* and *Academic Structure and Performance Evaluation* sections of this handbook.
2. Discuss courses and academic plan with the Director, Caroline Tancredy.
3. Complete online registration at <http://www.registrar.illinois.edu/registration>.
4. Check that registration has been completed for a minimum of 6 credit hours for domestic students or a minimum of 12 credit hours for international students (exceptions may apply to maximum registered hours).

Adding or Dropping Courses

Students may add, drop, or change credit in courses following the instructions for online registration. The Graduate College sets the deadline dates for adding and dropping courses. You can see the calendar at: <https://illinois.edu/calendar/list/524>. The date for adding courses is the 10th day of instruction and the date for dropping a course is approximately four weeks before the semester ends. A petition must accompany changes made after the deadlines. The Graduate College does not accept changes after these dates without clear and compelling justification.

Auditing Courses

An auditor is only a listener in the classes attended; s/he is not a participant in any part of the exercises. Auditors are not permitted in studio, laboratory, or activity courses. An audited course will appear on the student's transcript with a grade of AU. Audited hours do not count toward assessed hours. *A course that has been audited cannot be repeated for graduate credit.* Students wishing to audit a class must make the request using an Auditor's Permit. (See the Graduate Studies Office in room 307 for appropriate form.) The student should take the Auditor's Permit form to the first class meeting and ask the instructor to sign, indicating approval. The form should then be submitted to the Graduate College for approval. Approval from both the instructor and the Graduate College is required. The deadline to audit a course is

typically the last day of the second week of class, but the exact date can be found on the calendar at: <https://illinois.edu/calendar/list/524>.

Zero “0” Credit Option

A few graduate courses allow a student to register for zero “0” credit hours. Course descriptions in the course catalog (<http://courses.illinois.edu>) specify a course’s credit options, including whether it allows registration for 0 credit hours. For example, students in the MSPS program may register for program area pro-seminars (i.e. Brown Bag Series) for 0 credit hours. Unlike an audited course, any course taken for 0 credit hours will appear on the graduate’s official transcript. Psychology 500, Professional Development, is not eligible for the zero-credit option. Psychology 590, Laboratory, is not eligible for the zero-credit option.

PETITIONS, APPEALS, AND LEAVES OF ABSENCE

Graduate College Petitions

The requirements and procedures of the Graduate College may be found in the Graduate College Handbook (<http://www.grad.illinois.edu/gradhandbook>). A student may petition the Graduate College for exceptions to these rules under special circumstances. The *Graduate Student Request Form* may be accessed via the Graduate Student Academic Services (GSAS) portal at: <http://www.grad.illinois.edu/gsas/gradpetition>. If a student needs guidance completing this form, s/he may consult with the Graduate Studies Office Personnel in room 307. A comprehensive list of issues that may be addressed through the GSAS Portal may be found here: <http://www.grad.illinois.edu/academic-support>. Decisions will be supplied via email to the student and the Graduate Studies Office.

Psychology Department Petitions

Requests for exceptions to Psychology Department rules, regulations, or procedures follow a separate petition procedure:

1. The petitioner provides a written statement outlining the request.
2. The letter is given to the Director of the MSPS Program for review.
3. A decision on the request will be made in conjunction with the Director of Graduate Studies and/or the Head of the Department.
4. The petitioner will be notified of the decision in writing within 2 weeks of submission.

Appeals of Departmental Decisions and Grievances

Policy and Procedures on Grievances by Graduate Students in the Department of Psychology (see Appendix 1). The purpose of this policy is to protect the interests of graduate students in the Department of Psychology by providing informal and formal means of seeking resolution in case of an inappropriate action of a member of the faculty or administrative staff or an inappropriate application of a department policy. A grievance may arise when a graduate student believes that his/her status as a graduate student has been adversely affected by an incorrect or inappropriate decision or behavior.

If a student disagrees with any faculty decision concerning the student or the student's status in the department, the student can discuss the matter informally with the faculty involved. If the

problem is not resolved, the student can then speak with the Director of the MSPS Program and/or the Director of Graduate Studies.

If the student is not satisfied with the decision of the Director of the MSPS Program and/or the Director of Graduate Studies, s/he may appeal by writing a letter containing pertinent information to the Department Head (or, if the grievance involves the Department Head, to Assistant Dean Alexis Thompson of the Graduate College <http://www.grad.illinois.edu/directory/deans>).

The student may, at any time, discuss a problem with any faculty member, including the Department Head and the Director of Graduate Studies. Refer to Appendix 1 for a description of the complete policy.

There are also campus and Graduate College policies and procedures that must be adhered to, and department policies do not override or supersede those. For more information on campus and Graduate College policies, see The Graduate College Handbook of Policy and Requirements for Students, Faculty, and Staff at <http://www.grad.illinois.edu/gradhandbook>.

Leaves of Absence

According to the Graduate College, a student who must interrupt his or her graduate program for an acceptable reason may do so and, with departmental approval, reenter within one year of the last registered term. A student holding student loans should consult the lender before terminating his or her student status. International students leaving campus are required to secure clearance from the Office of International Student Services.

Procedure. Students are required to complete a departmental leave of absence form prior to their departure. These forms can be obtained from the Graduate Studies Office (room 307). Students are required to give the department 3 months notification concerning their return from a leave of absence. For example, a student who expects to return for the start of the fall semester should contact the Director of the MSPS Program and the Graduate Studies Office Personnel no later than June 1st. A student returning for the start of the spring semester should inform the department by October 1st.

FINANCIAL AID FOR STUDENTS IN THE MSPS PROGRAM

No tuition and fee waivers are available to students in the Master of Science in Psychological Science program. A student may work on campus to support his or her studies as long as the position does not generate a tuition and fee waiver. There is no guarantee, however, that on-campus positions will be available. Acceptable jobs include graduate student hourly positions but do NOT include teaching (T.A.) or research (R.A.) assistant positions. It is important to note that the University of Illinois does not view students enrolled in the “Range 2” program assessment (6 – 11 hours per semester) as full-time. Please see: <https://registrar.illinois.edu/g-tuition-cr-1718> for the Range 1-4 fee descriptions. If a student has questions about deferment of previous loans, s/he must contact his or her specific loan providers for details and deferral requirements.

For information about loans obtained through FAFSA or other financial aid programs, please visit the Financial Aid website: <https://www.osfa.illinois.edu>.

IMPORTANT POLICIES

University of Illinois Non-Discrimination Statement

Please consult this webpage for any recent edits to the following statement:
www.hr.uillinois.edu/policy/policy_library/university_of_illinois_non_discrimination_statement

The commitment of the University of Illinois to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms.

The University of Illinois will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, order of protection status, genetic information, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. This nondiscrimination policy applies to admissions, employment, access to and treatment in the University programs and activities.

University complaint and grievance procedures provide employees and students with the means for the resolution of complaints that allege a violation of this Statement. Members of the public should direct their inquiries or complaints to the appropriate equal opportunity office.

*Policy Council
Revised June 24, 2010*

University of Illinois Policy on Sexual Misconduct

Please consult this webpage for any recent edits to the following statement:

<http://wecare.illinois.edu/policies/campus/>

“The University of Illinois at Urbana-Champaign ("University") is committed to providing a safe and welcoming campus environment free from discrimination based on sex, which includes sexual assault, sexual exploitation, stalking, sexual harassment, dating violence, and domestic violence (collectively referred to as sexual misconduct). The University prohibits and will not tolerate sexual misconduct because such behavior violates the University's institutional values, adversely impacts the University's community interest, and interferes with the University's mission. The University also prohibits retaliation against any person who, in good faith, reports or discloses a violation of this policy, files a complaint, and/or otherwise participates in an investigation, proceeding, complaint, or hearing under this policy. Once the University becomes aware of an incident of sexual misconduct, the University will promptly and effectively respond in a manner designed to eliminate the misconduct, prevent its recurrence, and address its effects.”

Sexual Misconduct encompasses, per the [Student Code](#) (page 5, Section I-111, c.1):

“... sexual harassment, sexual assault, sexual exploitation, stalking, dating violence, and domestic violence.”

Sexual Harassment is defined by the [Student Code](#) (page 5, Section I-111, c.5) as:

"... unwelcome sexual, sex-based, or gender-based conduct, whether verbal, written, electronic and/or physical in nature:

(A) that is (1) sufficiently severe or pervasive; and (2) objectively offensive; and (3) unreasonably interferes with, denies, or limits a person's ability to participate or benefit from educational and/or employment opportunities, assessments, or status at the University; or

(B) by a person having power or authority over another in which submission to such conduct is made explicitly or implicitly a term of condition of educational and/or employment opportunities, participation, assessments, or status at the University. "

Statement on Consenting Sexual Relationships from the [Student Code](#) (page 4, Section I-109):

“University guidelines on responsible professional conduct state that individuals assessing the work of others should base their assessments on appropriate professional criteria. Due to the inherent conflicts of interest, no individual should initiate or participate in institutional or educational decisions involving a direct benefit or penalty to a person with whom that individual

has or has had a sexual relationship. Where supervisory or student teacher relationships exist between husband and wife, or members of a couple, whether married or not, it is the responsibility of the teacher or supervisor to alert his/her supervisor so that appropriate arrangements can be made.”

In accordance with “[The University of Illinois Statement on Sex Discrimination, Sexual Harassment, and Sexual Misconduct](#):”

"The University of Illinois prohibits and will not tolerate sex discrimination, sexual harassment, or other sexual misconduct (including sexual assault, sexual violence, and sexual abuse) of or by students, employees, or visitors and will take action to provide appropriate remedies when such conduct is discovered. The University is committed to providing an educational and work environment that is free of all forms of sex discrimination, sexual harassment, and sexual misconduct. In furtherance of this commitment, the University will impose appropriate sanctions and take other corrective actions to address conduct that is inconsistent with this Statement. The University will respond to every report or complaint of sex discrimination, sexual harassment, and sexual misconduct. To implement this Statement, each campus office listed below shall implement its own campus policy and procedures that will include examples of sex discrimination, sexual harassment, and sexual misconduct (including sexual assault and sexual violence) that reflect current law, information regarding how to report conduct that may be prohibited by this Statement and/ or any campus-specific policies, and general information about how reports are investigated and addressed. Given the nature of sex discrimination, sexual harassment, and sexual misconduct, specific investigations and remedies will be determined on a case-by-case basis."

For additional information regarding campus-specific policies and procedures that prohibit sex discrimination, sexual harassment, and sexual misconduct in all of its forms, please contact: Kaamilyah Abdullah-Span, Associate Director, Office of Equal Opportunity and Access, 100 Swanlund Administration Building, MC-304, 601 East John Street, Champaign, Illinois 61820-5796, (217) 333-0885, kabdulla@illinois.edu; Menah Pratt-Clarke, Associate Chancellor, Office of the Chancellor (Title IX, ADA and 504 Coordinator), 100A Swanlund Administration Building, MC-304, 601 East John Street, Champaign, Illinois 61820-5796, (217) 333-0885, menahpc@uiuc.edu.

PROCEDURES FOR REPORTING ANY TYPE OF SEXUAL MISCONDUCT
can be found on the *At Illinois WE CARE* website by clicking the following link:
<http://www.wecare.illinois.edu/help/report/>.

APPENDIX 1

Graduate College Policy and Procedures on Grievances by Graduate Students

Please consult this webpage for any recent edits:

<http://www.grad.illinois.edu/gradhandbook/2/chapter9/academic-conflict>

I. OVERVIEW

1. **Purpose.** All members of the University community are expected to observe high standards of professional conduct and ethical behavior in graduate education. In a large and heterogeneous scholarly community, problems may emerge among students, faculty and administrators. The purpose of this policy document is to outline the process through which graduate students can constructively address concerns about the decisions or behaviors of faculty or administrators that the students believes have adversely affected their status as a graduate student.
2. **Availability.** The policy outlined in this document is available to all current graduate students of the Graduate College. It is also available to former graduate students provided they meet the timeliness requirements specified herein.
3. **Applicability.** This policy applies when a graduate student believes that an incorrect or inappropriate decision or behavior of a faculty member or administrator has adversely affected the student's status. Examples include, but are not limited to:
 - Failure to follow a departmental or Graduate College policy in a manner that results in significant prejudice against the student;
 - Failure to follow departmental or Graduate College procedures for assessing degree milestones such as qualifying examinations, comprehensive examinations, preliminary examinations, recitals, etc.;
 - Improper termination from a program;
 - Requiring personal services unrelated to academic duties;
 - Retaliation for exercising grievance rights.

This policy does not apply in cases involving:

- Challenges to Graduate College Petition decisions;
- The exercise of professional judgment in evaluating student academic performance/progress;
- Student-to-student conflicts (see www.conflictresolution.illinois.edu);

- Academic misconduct such as breaches of academic integrity in research and publication (see research.illinois.edu/ai/index.asp);
 - Employment specific issues, including those covered by collective bargaining agreements (i.e. teaching assistantships and administrative graduate assistantships) (see www.ahr.illinois.edu/employees/ler.html);
 - Cases that arise under the *Student Code*, including academic integrity or capricious grading claims (see admin.illinois.edu/policy/code/);
 - Cases involving alleged discrimination or sexual harassment (see [the Campus Administrative Manual](#)).
4. **Non-exclusivity.** This policy does not override or supersede any other policies or procedures as established in the University Statutes and campus policies.
 5. **Duty to Cooperate.** Students availing themselves of the grievance process, and all faculty, staff, and administrators have a duty to cooperate and provide information and materials relevant to the investigation of a grievance. It shall at all times be the responsibility of the Parties to ensure that the Graduate College has accurate contact information to facilitate communications as described in these procedures.

II. DEFINITIONS

1. **Business Day** - Means Monday through Friday, excluding University and campus holidays and reduced service days.
2. **Conflict of Interest** - A conflict of interest is a significant professional or personal involvement with the facts or the Parties to a dispute. Any party or administrator who has a conflict of interest in a dispute under this policy or a concern about a conflict on the part of another shall promptly report it to the Intake Dean. The Intake Dean shall refer the matter to the Dean, who shall decide how to address any conflict of interest, unless the conflict lies with the Dean, in which case, the alleged conflict will be referred to the Office of the Provost for resolution.
3. **Consultant** - A person intended to provide advice to a Grievant or the Subject of a grievance. The Consultant shall not directly participate in any proceedings, but may be consulted during the process. If any party's consultant at any meeting is an attorney, all participants must be informed at least three (3) business days prior to such a meeting.
4. **Dean** - The Dean of the Graduate College at Urbana-Champaign or his/her designee. The Dean has responsibility for graduate programs and related policies and procedures. The Dean is the final arbiter of disputes under this policy. In the event a grievance is filed

against the Dean, these responsibilities shall be referred to the Office of the Provost for handling and any appeals will be to the Chancellor or his/her designee.

5. **Grievant** - The student in the Graduate College who has filed a grievance pursuant to this policy.
6. **Intake Dean (ID)** – A person who has been identified by the Dean to handle a particular dispute; usually an assistant or associate dean in the Graduate College. The Intake Dean will, as appropriate, facilitate informal discussions and/or mediation of disputes, receive information and facilitate discussions and/or mediation after a grievance has been filed at the administrative action stage, prepare a written report of the efforts to resolve the matter and provide this and other relevant background information as needed to the Review Dean, if different from the Intake Dean.
7. **Parties** - Refers to the Grievant and all Subjects named in a grievance collectively.
8. **Review Dean (RD)** – A person who the Dean may identify to oversee the formal review process – usually an assistant or associate dean in the Graduate College; may be the same person as the Intake Dean. The Review Dean is responsible for providing administrative support for the Review Panel, maintaining documentation, and keeping the Parties informed as to the status of a grievance.
9. **Subject(s)** - The person or persons named in the grievance. If a grievance generally references a department or unit, the Subject shall be the Director or Head of the department or Unit.

III. ALTERNATIVE AVENUES FOR RESOLUTION

1. **General Campus Resources.** University policy strongly encourages all students who believe they have a dispute or conflict to use all appropriate avenues for informal resolution before initiating the Graduate College grievance process described herein. Students may seek advice about how to address their situation informally from their faculty advisers, their Director of Graduate Studies, their unit executive officer, the Graduate College (see IV.1. below), the Office of the Dean of Students, and the Office of International Student Affairs before pursuing a formal Graduate College grievance.
2. **Departmental Grievance.** A student may elect to pursue a grievance with the student's department/unit, if the [department has a written grievance policy](#) which has been [approved by the Dean of the Graduate College](#).
 - a. **Appeal.** A party dissatisfied with the outcome of a department/unit grievance finding may appeal the decision on procedural grounds to the Graduate College. An appeal

must be filed in writing with an Intake Dean within **ten (10) business days** of the date of the departmental decision being appealed (see IV.2.1.2 below).

- b. Reporting. The department/unit shall annually report to the Graduate College Dean the number of grievances filed under the departmental procedures.

IV. PROCEDURES FOR PURSUING A GRADUATE COLLEGE GRIEVANCE

1. **Informal Resolution.** A graduate student wishing to initiate the Graduate College grievance process must start with an Intake Dean. The student will meet with an Intake Dean who will review the matter and materials and attempt to assist the student in resolving the issue at the informal level through discussion or mediation. This process must be initiated within **sixty (60) business days** of the decision or behavior resulting in the grievance. The Intake Dean may attempt to mediate a resolution for matters that do not meet the deadline, but such matters will not be submitted for a formal review under IV.3.
2. **Administrative Action.**
 - a. Written Grievance. A student may file a written grievance:
 - i. if an informal resolution is unsuccessful, provided the written grievance is filed within **ten (10) business days** of the date the Intake Dean advises the Grievant and the Subject that no further efforts will be made at the informal stage; or
 - ii. to appeal a departmental grievance decision, provided the written grievance is filed within **ten (10) business days** of the date of the departmental grievance decision being appealed.
 - b. Content and Submission of Grievance. The written grievance should include at least the following:
 - i. a statement by the student summarizing the concern(s)
 - ii. the name(s) of the University faculty, staff or administrators involved
 - iii. the date(s) of the alleged incident(s)
 - iv. a statement concerning what outcome or action the student would like to see result from the grievance

The grievance should be delivered to the Graduate College Dean.

- c. Handling. Once a written grievance has been submitted and reviewed, the Intake Dean will contact the student to arrange a meeting to discuss it. The Intake Dean will review the written grievance and supporting documentation provided by the Grievant and may conduct further inquiries and/or solicit additional information as warranted. The Intake Dean may also facilitate additional discussions between the Parties to try to resolve the matter at the administrative level.

- d. Outcomes.
 - i. Agreed Disposition. If the Intake Dean is successful in resolving the matter by agreement, the Intake Dean shall prepare a report which includes: 1) the grievance(s), 2) the response(s), 3) the finding(s), and 4) the resolution.
 - ii. Unresolved Grievance. If the Intake Dean is unsuccessful in resolving the matter by agreement, the Intake Dean shall prepare a report which includes: 1) the grievance(s), 2) the response(s), 3) the findings, and 4) what efforts were taken or proposed to resolve the matter administratively.
 - iii. Report Distribution. The reports referenced under 1 & 2 will be submitted to the Dean with copies to the Grievant and the Subject(s) of the Grievance.
- e. Request for Formal Review. The Grievant or the Subject(s) may request a formal review of unresolved grievances by submitting the Request within **ten (10) business days** from the date of the Intake Dean's Report to the Dean.

3. Formal Review of Unresolved Grievances.

- a. Review of Request by Dean. Upon receipt of a request for formal review, the Dean will review the request along with the Intake Dean's Report of Administrative Action and other relevant materials to consider whether any issues merit further investigation and review. If the grievance is declined, the Dean will notify the person seeking review in writing and explain the decision. The Dean's decision is final.
- b. Appointment of Review Panel. If the Grievance is accepted, the Dean shall appoint a panel of five (5) people to investigate the matter and provide recommendations. The Panel shall consist of: 1) one member of the Graduate College Executive Committee; 2) one faculty member from the unit in which the matter originated; 3) one faculty member at large; and 4) two active graduate students at large. The faculty member at large will chair the Panel.
- c. Written Charge.
 - i. In General. The Dean shall define the subject matter of the review in a written charge. The charge may, but need not, address every allegation contained in the request for Formal Review. The charge may also include additional matters that, in the opinion of the Dean, warrant investigation. The charge shall be provided to the Panel, Review Dean (who may or may not be the same person as the Intake Dean), and the Parties to the Grievance.

- ii. Content. The written charge shall also include:
 - o The identities of the Panel members and a statement that either party may challenge a Panel member on the grounds of a Conflict of Interest within **five (5) business days** of receipt of the Written Charge;
 - o A statement that both parties may submit any additional materials relevant to the Written Charge that they want considered by the Panel within **ten (10) business days** of receipt of the Written Charge; and
 - o A statement that a Party must make a written request for a meeting with the Panel within **ten (10) business days** of receipt of the Written Charge if such a meeting is desired, and that the Panel will decide if a meeting is warranted.
- iii. Conflict of Interest. If the Dean believes a legitimate Conflict of Interest exists, the Dean will replace the Panel member as appropriate.
- d. Preliminary Review Panel Session(s). After the time granted to the Parties to provide additional materials, the Review Dean shall convene the Panel Members to:
 - i. Review the process, discuss the Written Charge and review the materials received during the Administrative Action and pursuant to IV.3.3;
 - ii. Review any requests for a meeting and decide if a meeting would be helpful in making findings and recommendations regarding the Written Charge;
 - iii. Provide direction on whether it wants the Review Dean to seek any additional information relevant to the Written Charge from any of the parties or other sources; and
 - iv. Confirm that the Review Dean has provided copies of written materials received by the Panel to all Parties to the Grievance.
- e. Meeting Notice. If the Panel concludes a meeting is necessary, the Review Dean shall send notice of a meeting no fewer than **five (5) business days** prior to the meeting. The notice must include the date, place and time of the meeting and a statement that each party may have a Consultant present at the meeting. Continuances may be granted by the Panel Chair with good cause shown.
- f. Meeting Attendance. Attendance is restricted to the Grievant, Subject(s) and their respective Consultants, Panel members, the Review Dean, and if necessary, a representative from the Office of University Legal Counsel. If oral statements from

witnesses will be received, the witness may be present only while making the statement or responding to questions. Both Parties shall be permitted to be present throughout the meeting but are not required to attend. Any person, including a Party, who disrupts a meeting or who fails to adhere to the directives of the Chair may be removed from the meeting.

- g. Meeting Purpose and Structure. The purpose of a meeting under this policy is to allow the Panel to hear directly from the Grievant, Subject(s), and witnesses in order to better attempt to resolve the dispute. While there may be adversarial components, the meeting is not intended to be a trial. Formal rules of evidence shall not apply. All Parties shall treat each other with dignity and respect. Parties may each make a brief opening statement, and then respond to questions from the Panel. The Parties may suggest questions to be asked of each other. The Chair shall decide whether or not to pose the questions. If witnesses will be called, each Party may ask questions directly of his/her witness, but it will be in the Chair's discretion whether or not questions to another's party's witnesses will be through the Chair or directly by the Party. The confidentiality of all information shall be preserved.
- h. Deliberations. The deliberations of the Panel are confidential. All Parties shall be excluded during the Panel's deliberations. The conclusions and recommendations of the Panel must be agreed to by a simple majority of the Panel hearing the matter. The conclusions and recommendations of the Panel must be based on a preponderance of the evidence (more probably true than not true).
- i. Panel Report. The Panel shall submit a written report to the Dean as soon as practical that includes at least the following:
 - o a copy of the Written Charge from the Dean;
 - o a statement of the relief sought by the Grievant;
 - o the response of the Subjects;
 - o general description of the investigative process;
 - o a citation of relevant policies;
 - o findings of fact that support the Panel's conclusions;
 - o a recommendation of appropriate redress for the Grievant(s), if applicable; and
 - o any recommended changes in policies and procedures to minimize the probability of recurrence, if applicable
- j. Opportunity to Comment. Copies of the Report shall be provided to the Parties. A party may submit written comments to the Dean of the Graduate College concerning the Report to the Dean within **five (5) business** days of receipt of the Report.

- k. Action and Disposition of the Grievance; Disclosures. As soon as practical following the receipt of the Report and all written comments regarding the Report, the Dean shall determine what disposition to make of the case.
 - i. If the Dean concludes that the grievance has not been proved, the grievance will be deemed not sustained and dismissed.
 - ii. If the Dean concludes that the grievance has been sustained, the Dean will proceed in accordance with the University Statutes and relevant University rules and regulations. The Dean may prescribe redress for the grievant, recommend modification of policies, or recommend changes in the procedures for implementation of such policies, as appropriate.
 - iii. If the Dean concludes that these procedures have not been followed, or the interests of fairness or thoroughness require further investigation, the Dean may direct the Panel to revisit any relevant issues and submit a revised Report within a certain time frame. The Dean shall identify the specific errors or concerns and provide direction to the Panel as to appropriate corrective measures. The Panel will only address the issues raised by the Dean and submit a supplemental report to the Dean for consideration.

The Final Disposition shall be provided to the Parties in writing. The Dean's disposition is final unless appealed as provided for herein. The Dean may authorize the release of a copy of the Disposition on a need to know basis with due regard for privacy rights of employees and students under federal and state law and University policy (see also, V.6).

- L. Appeal. A party may file an appeal to the Urbana-Champaign Provost within **ten (10) business days** from the date of the Dean's Written Disposition. The sole grounds for appeal are material violations of these procedures that have resulted in significant prejudice against the Party appealing. The appeal must be in writing and must specify the nature of the procedural error. The Provost's decision on appeal shall be final.

V. GENERAL PROVISIONS

- 1. **Record Keeping; Reporting.** After completion of a grievance review and exhaustion of available appeals, the Review Dean shall return any original documents and materials to the persons who furnished them. The College grievance file is subject to destruction on a date six (6) years beyond the grievant's time limit for completion of the degree. Departments/units that handle department level grievances shall annually report to the Dean of the Graduate College the number of grievances filed under the departmental procedures.

2. **Interim Action.** At any time after a grievance has been filed and before final disposition of the case, the Dean, with the approval of the Provost, may take interim administrative action determined to best serve the interest of the Grievant, other students in the same academic unit or the Subject, to protect the best interest of the University, to preserve evidence, or to protect resources.
3. **Consultation with Legal Counsel.** The Graduate College may consult the Office University Legal Counsel at any time during the informal or formal processing of a grievance.
4. **Timeliness and Procedural Changes.** All actions prescribed in this document should be conducted expeditiously. Every effort should be made to resolve a grievance within one year of the beginning of Administrative Action. Extensions of time periods specified in this document may be granted by the Intake Dean, Panel Chair, or Dean as the case may be, with good cause shown. The Dean may make other reasonable alterations of the procedures set forth in this document, provided that the alteration does not impair the ability of a Grievant to pursue a grievance or the Subjects to respond. Any alterations of these procedures must be communicated to the Parties.
5. **Failure to Participate, Withdrawal, Termination.** The grievance may proceed regardless of the failure of the Grievant or Subject(s) to participate, so long as all required notices have been given. The Grievant may submit a written request to withdraw the grievance at any time; however, the Dean shall have the sole discretion to decide whether to grant or deny the request. Withdrawal from the University by the Grievant or termination of employment by the Subject at the University shall not necessarily terminate the proceedings.
6. **Confidentiality.** All persons involved in administering this policy shall exercise diligent efforts to keep information received or learned during the course of a grievance as confidential. Nothing in these provisions alters privacy rights of employees and students provided in federal and state laws and University policies and procedures. Notwithstanding the foregoing, in the event the Dean concludes that a student has knowingly filed a false grievance, the Dean may authorize the release and use of all materials submitted in this process for use in any disciplinary proceedings.

Approved March 28, 2011

Appendix 2

American Psychological Association Ethical Principles of Psychologists and Code of Conduct

Please consult this webpage for the current edition: <http://www.apa.org/ethics/code/>.