



**UNIVERSITY OF PUERTO RICO
RÍO PIEDRAS CAMPUS
FACULTY OF SOCIAL SCIENCES
DEPARTMENT OF PSYCHOLOGY
GRADUATE PROGRAM IN PSYCHOLOGY**

STUDENT MANUAL

2017-2018 REVISION

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Introduction

The general purpose of the Graduate Program Psychology Student Manual is to provide information to graduate students of psychology about the current institutional regulations and Department's procedures. This document has become a useful guide for department faculty and administrative personnel as well.

The content areas are presented in alphabetic order to facilitate the search of information. Though the document is ample, it seeks to avoid the unnecessary duplication of information that tends to be available throughout other publications. For these cases, references are provided in order to facilitate access to said information.

It is expected all students familiarize themselves with the content of this Manual, and assume the responsibility of following its specifications. Not being familiarized with the material does not relieve the student from their responsibilities.

Generally, when operating in a dynamic environment such as ours, the Manual becomes a document subjected to revision. The latest revision was done during the Fall Semester of 2014-16 when the new Certification (Certification No. 38) for Graduate School was approved by the Academic Senate 2012-13 of the Río Piedras Campus. Certification No. 38 is the the document that contains all policies and procedures that regulate all graduate programs in our Campus. It replaced Certification #72 which had been implemented since 1994-1995 until 2011-2012. The implementation of Certification #38 (2012-2013), began in the Fall semester or 2014. Although effective immediately after its approval, it was applied in a restrospective manner. That is, if a student was active in the graduate program before the approval of Certification #38, he has the right to abide to Certification #72. If s/he wishes to adhere to new certification, he has to express sych wiches in writing and in common agreement with the Graduate Program. The Academic Senate has under its consideration revisions to the 2012-2013 version of Certification #38. We are expected to have a new approved version by the Fall of 2018. In which case, changes to this manual will need to be made reflective of the revised certification.

The Department of Psychology reserves its right to modify the content of the Student Manual and commits to continue its actualization, according to emerging circumstances. For this reason, it is important that those who use it confirm they have the most recent version and, particularly, that all students be aware of announcements that may be published about new dispositions that may not be contained in this version of the Manual.

The occasional use of the masculine pronoun in this document will refer to persons of both sexes and does not have the intention of exclusion, if not to simplify the editing and lecture of this document.

Academic Guidance

By disposition of Certification No. 38 (2012-13), each program will establish with the student (during the process of Academic Guidance) an Individual Studies Plan that guarantees s/he will comply with all the requirements of the degree in the minimum stipulated timeto degree. The dates for academic guidance with their respective Area Coordinators shall be announced each semester by the Coordination of the Graduate Program. The purpose of these meetings is to orient the student about its academic progress. During this orientation, the students will make their course selection and plan other academic activities for the next semester. It is convenient to highlight that the participation in this activity is compulsory for all students. The non-completion of this requirement could cause the interruption of the student's enrollment process by the Program. Students with repeated non-compliance may be placed in probationary status.

By disposition of Certification No. 38 (2012-2013), our graduate program is organized in four areas of specialization (Clinical, Industrial-Organizational, Social-Community and Academic & Research (General Psychology). Each area of specialization will evaluate its students its own system to measure the academic progress. Each area will establish, for each student, a plan for academic guidance, mentorship, and student retention. This process will begin when the student is admitted to the program and ends when s/he graduates. This evaluation is conducted yearly.

Academic Ethics and Integrity

The commonly accepted rules of academic honesty are violated by copying when taking exams, using the academic work of others without due acknowledgment (plagiarism), and falsifying or using falsified academic transcripts. These are violations of the institution's rules and discipline and entail the application of the corresponding disciplinary procedures. Part VI of the General Student Regulations of the Rio Piedras Campus describes in detail the acts that constitute infractions of academic honesty and the corresponding disciplinary procedures.

Author's rights and intellectual property:

“Teaching personnel and students of the University of Puerto Rico are owners of work created in the normal course of academic activities, unless agreed otherwise. Nevertheless, the University of Puerto Rico is the owner of this work when they are the product of administrative or academic functions specifically commissioned and officially assigned by the institution, according to the provisions and reach of the current concept of the work assigned, unless agreed otherwise. Authors will retain ownership of work done through and during sabbaticals, licenses, work substitutions, special appointments, and similar situations, unless previously agreed otherwise. The university establishes that the author's ownership of his/her work does not exempt him/her from giving the university its due explicit acknowledgement, as corresponds, for contributions, support, or collaborations that made its design, development, and dissemination possible. Likewise, students are responsible for mentioning that their work was done as part of

course or academic degree requirements. In all cases, the University of Puerto Rico has the right to claim this acknowledgement. Employees and students are authorized to and responsible for registering and protecting their work under their ownership," (Institutional Policies, University of Puerto Rico 1999-2000: 18-19)

Reference(s)

Institutional policies, University of Puerto Rico 1999-2000.

Academic Honesty

The commonly accepted rules of academic honesty are violated if copying when taking exams, using the academic work of others without due acknowledgment (plagiarism), and falsifying or using falsified academic transcripts. These are violations of the institution's rules and discipline and entail the application of the corresponding disciplinary procedures. Part VI of the General Student Regulations of the Río Piedras Campus describes in detail the behaviors that constitute infractions of academic honesty and the corresponding disciplinary procedures.

Reference(s)

Graduate Catalog published by the Office of the Dean of Graduate Studies and Research of the University of Puerto Rico, Río Piedras Campus.

Acknowledgement of work conducted by students

In cases in which a professor uses research or findings conducted by students in their own publications or conferences, said students will explicitly receive due acknowledgement by the professor.

Reference(s)

Report made by the Committee of Student Affairs about Problems Students face that, at present, are not Object of General Norms of the Campus. Certification No. 14 (amended) 1984-85. Academic Senate, Río Piedras Campus, University of Puerto Rico.

Ethical Conduct

The law regulating the practice of the profession of psychology in Puerto Rico, known as Law No. 96 of June 4, 1983, as amended, grants the Examining Board of Psychologists the power to adopt standards of ethics for the practicing psychology in Puerto Rico. The faculty of the Department of Psychology, as professionals in this discipline, should therefore observe the above-mentioned ethical standards. Likewise, it is expected that graduate students observe the same.

Reference(s)

Law regulating the practice of the profession of psychology in Puerto Rico. Law No. 96 of June 4, 1983, as amended. Code of Ethics Examining Board of Psychologists of Puerto Rico (1988). Revista Puertorriqueña de Psicología (Puerto Rican Journal of Psychology) Vol. 5, No.1.

Use of information technologies

The Board of Trustees of the University of Puerto Rico, through Certification No. 72 of 1999-2000, approved the Institutional Policies and Procedures for the Legal, Ethical Use of

Information Technologies of the University of Puerto Rico. These apply to the entire university community, external clients, persons who provide services, and all users of the resources of information technologies and telecommunication services. Information resources include any information in electronic or audiovisual format or any equipment or program that enables the storing or use of this information. The certification includes the classification of "the unethical and unacceptable" and the procedures to assume the established policies. Students in the Graduate Program in Psychology may gain access to a copy of this certification by requesting said document in the offices of the department.

Reference(s)

Institutional Policies and Procedures for the Legal, Ethical Use of Information Technologies in the University of Puerto Rico.

Certification No. 072 (1999-2000) Board of Trustees, University of Puerto Rico.

Social Media Policy:

Based on the APA's cautionary statement, faculty, supervisors, students, and trainees from the Department of Psychology who use social media (e.g., Facebook) and other forms of electronic communication should be mindful of how their communication may be perceived by clients, colleagues, university staff and faculty, and others in the professional community. As such, the faculty, supervisors and students should make every effort to minimize material that may be deemed inappropriate for a mental health professional, student or trainee. To this end, all security settings should be considered carefully and most likely set to "private". The psychology department faculty should avoid posting information, photos or using any language that could jeopardize their professional image. Faculty, supervisors and students should consider limiting the amount of personal information posted on these sites, and should never include clients as part of their social network, or include any information that might lead to the identification of a client, or compromise client confidentiality in any way. If supervisors, faculty or students report doing, or are depicted on a website or in an email as doing something unethical or illegal, then that information may be used by the Department as they determine a course of disciplinary action. As a preventive measure the Psychology Department advises that faculty, supervisors, staff, students, and trainees approach social media carefully.

(Note: This policy is based on the policies developed by the University of Denver Jenny Cornish, University of Albany, University of Kansas, Michael Roberts, and San Diego State University, Elizabeth Klonoff).

Protection of human subjects in scientific research

The Office of the Dean of Graduate Studies and Research (DEGI, its Spanish acronym) is responsible for ensuring compliance with the ethical principles for conducting research sponsored by the Rio Piedras Campus with institutional or external funds. Ethical principles requirements must be observed as specified in Announcement No.4 (1991-92) of the DEGI. The DEGI also describes minimum areas of content to be included in the proposal summary that must be submitted to the Committee for the Protection of Human Beings in Research (CIPSHI, its Spanish acronym). It also recommends a model for an informed consent and provides guidelines for drafting one. Graduate students are responsible for requesting said documents in the DEGI

offices (the following website may also be accessed: <http://graduados.uprrp.edu/cipshi/>), and for complying with the specifications contained in the documents.

All research with human subjects, conducted either on- or off-campus, including research involving questionnaires, interviews, or any other interaction with human subjects, must be reviewed and approved by the Institutional Review Board (IRB) of the University of Puerto Rico. IRB forms are available from the Office of Research Compliance. Data collection may not begin until IRB approval has been granted.

Reference(s)

Announcement No. 4 (1991-92) Office of the Dean of Graduate Studies and Research. Río Piedras Campus, UPR.

Privacy of Educational Records:

The University of Puerto Rico intends to comply fully with the provisions of the Buckley Amendment (Family Educational Rights and Privacy Act of 1974 as amended). This law protects the privacy of student education records and establishes their right to inspect and review those records. Also it provides guidelines to correct the accuracy of information through informal and formal hearings. Students have the right to file complaints if they so wish, to the Family Educational Rights and Privacy Act Office, Department of Education, 400 Maryland Avenue, SW Room 4524, Switzer Building, Washington, D.C. 20202, concerning alleged violations of law by the institution. Copies of institutional policies established by the University in compliance with the law, may be obtained from the Dean of Students at the Financial Aid Office at the Student Affairs Offices of the faculties and schools and in the Office of the Registrar.

Non-Discrimination Policy

The University of Puerto Rico is committed to ensuring equal employment, educational opportunity, and equal access to services, programs, and activities without regard to an individual's race, color, national origin, sex, religion, age, disability, gender, pregnancy, gender identity, gender expression, sexual orientation, predisposing genetic characteristics, marital status, familial status, veteran status, military status and domestic violence victim status.

Employees, students, applicants or other members of the University community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law or treated adversely based upon a protected characteristic.

The University's policy is in accordance with federal, and Puerto Rico laws and regulations prohibiting discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence.

The Clinical Psychology program and the University of Puerto Rico are strongly committed to infusing the educational experience with an understanding of the importance of issues of diversity and a fundamental respect for differences in cultural and individual diversity. Goal number 5 of the University's strategic plan envisions the development of an international academic perspective, which entails enrichment of educational experience by means of interaction with students and faculty of diverse countries (University of Puerto Rico, 2006). All scholarly endeavors -- teaching, research, service and extracurricular presentations and activities

-- adhere to a philosophy of inclusion, respect for individual differences and openness to visitors and residents from diverse cultures.

The Psychology Department adheres to the University of Puerto Rico's non-discriminatory policies regarding recruitment of students, retention of students, hiring and retention of faculty and staff (University of Puerto Rico Policy Against Discrimination). The faculty and student body of the Psychology Department include citizens of other Caribbean and Latin American countries.

Cultural and individual diversity are included as basic premises of all course work and research. The Psychology Department's philosophy, mission and vision include commitments related to respect for diversity and enhancement of differences that enrich collaboration and personal growth. One such commitment is the communication and scholarly exchange with universities in the Caribbean, South America, Europe, and the United States.

Americans with Disabilities Act:

The University of Puerto Rico is compliant with the Americans with Disabilities Act (ADA, 1990) The Americans with Disabilities Act (ADA) is a national mandate that provides protection to the civil rights of persons with disabilities. This federal law establishes that a physical or mental disability in no way diminishes a person's right to participate in all aspects of society.

Reasonable accommodations:

As stated by the Law of Integrated Educational Services for People with Impediments (Law 51, June 7, 1996): "Students who receive Vocational Rehabilitation should communicate with the Professor at the beginning of the semester in order to plan for reasonable accommodation and/or acquisition of needed special equipment, according to the recommendations of the Office for Persons with Impediments of the Deanship of Student Affairs". This applies to distance education also; therefore, it is important for students to communicate these needs to the instructor as soon as possible.

Institutional Policy against Sexual Harassment:

On January 8, 2015, by way of Certification No. 45 (2014-2015), the Board of Governors proposed the Approval of an Institutional Policy against Sexual Harassment at the University of Puerto Rico, with the purpose of establishing the University of Puerto Rico policy regarding sexual harassment, defining different types of sexual harassment and the procedures to follow in order to address grievances or complaints of this nature, and establishing a policy to protect against Retaliations for reporting alleged acts of sexual harassment for participating in related proceedings, among other purposes; moreover, establishing that Circular No. 95 06 of September 12, 19 95, Circular No 88-07 of May 27, 1988 (Regulation No. 3925), Board of Trustees Certification No. 45 (2008 - 2009) , and any other certification, circular, regulation , or any other rules incompatible with this new policy shall be rendered ineffective hereby on the day it takes effect.

Admission Requirements:

1. Bachelor degree from an accredited college or university. Applicants could be in the process of completing a bachelor degree, but it must be completed no later than the summer before beginning graduate studies.
2. A minimum GPA of 3.00 (or its equivalent in the rating system of the university of origin). If the applicant has a Master's degree, the weighted overall GPA (BA and MA) must be 3.00 or higher.
3. Completion of the following courses at the undergraduate level (or degree) or their equivalents with grades of A or B.
 - General or Introductory Psychology
 - Social Psychology
 - Research Methods and Techniques in Psychology or equivalent
 - Elements of Statistical Reasoning

These four courses must be approved preferably at the moment of applying to the program. However, applicants who have completed three of these courses will be considered if the fourth course is in progress during the semester before beginning graduate studies provided that the course is completed. Applicants who plan to complete these courses during the summer session before the semester of interest will not be considered.

Required Documents:

1. **Electronic Application Form** - available at: <http://graduados.uprrp.edu/> or <https://app.applyyourself.com/?id=upr-grad>

Applicants must pay the application fee online with a major credit card or ATM. The application fee must be paid before submitting the application. Payments cannot be made at the Bursars' Office. Foreign students must also follow the rules established by the Immigration Service of the United States (see instructions below). Applicants must indicate Clinical Psychology as their chosen area of specialization in the application.

2. **Official transcript(s)** - Applicants must submit an official transcript through the institution(s) that granted or will grant them their degree(s) (e.g., B.A., M.A.). Only official copies will be accepted by the originating institution sent directly to the Department of Psychology. If the person has not yet obtained the baccalaureate or is studying, the academic record must include courses approved by December. Applicants with graduate degrees must also provide official evidence. If the transcript is in a language other than English or Spanish, a copy in English or Spanish must be certified by the Office of the Registrar of the institution concerned and submitted as a true and correct copy of the original document.
3. **Graduate School Admission Exam** - (EXADEP, known before as PAEG, by its Spanish acronym) or the Graduate Record Examination (GRE). Either the EXADEP or GRE must be taken no later than December of the year before the admission is sought. Applicants who take the exam at a subsequent date might not be considered. It is highly recommended to take the exam in December or earlier. EXADEP or GRE

results are valid for five (5) years. Further information about the EXADEP or GRE can be accessed at: www.ets.org/exadep/ or www.ets.org/gre/. Official exam results should be sent directly to the Program from Educational Testing Service. Applicants living outside Puerto Rico should contact the regional office of Educational Testing Service to coordinate the administration of the exam.

4. **Curriculum Vitae** - The CV or resume should include the applicant's education, work and research experience and extracurricular activities.
5. **Admission Essay** - Applicants should write an essay to address the following:
 - What experiences motivated you to study psychology and apply to the Graduate Program in Psychology?
 - Which program specialization you are applying for and why?
 - How do your academic and research experiences and career plans make you an outstanding candidate?
 - Identify a faculty member of the Department whose research match your interests. Briefly, state a possible research question on that topic and design a strategy to answer that question.
 - The essay should not exceed three (3) double-spaced pages. It is not necessary to submit the essay electronically through "Apply yourself". The essay should be sent directly to the Department of Psychology to the electronic address above.
6. **Interview**-Applicants who meet the criteria will be contact for interviews. Interviews are usually in February or March.

All documents including results of the aptitude test (see item # 3 below) resume or curriculum vitae (see point # 4 below) and the essay (see item # 5 below) should be mailed to: Department of Psychology

Deadlines:

Aside from the aforementioned deadlines (related to EXADEP and GRE), the Dean of Graduate Studies and Research establishes deadlines for submitting applications, transcripts, resume (or curriculum vitae) and payments of fees. Applicants interested in receiving regular admission for August 2017, the deadline to submit the online application is **January 25, 2017**.

For international applicants the corresponding deadline is **December 7, 2016**. All these dates are published in the press several weeks before its effectiveness. Further information can be obtained at: <http://graduados.uprrp.edu/>

Applicants must ensure that the program receives copies of your transcripts, EXADEP or GRE results, resume or CV and admission essay before February 1, 2016.

The Graduate Program Admissions Committee will make final recommendations taking into consideration all requirements previously explained. The Committee will make recommendations to the Department of Psychology and will inform decisions to the Dean of Graduate Studies and Research. Applicants will receive decisions by mid-April.

Orientation for New Students

New students will attend the Graduate Program's orientations before the beginning of their first semester. During this period, the student will receive an academic program based on their interests and the requirements of the Program.

Registration:

The registration of all graduate students will be done by the Graduate Program Coordinator. To avoid late registration problems, all entering graduate students will follow the procedure that will be described during the orientation period. Students continuing in the Program should do pre-registration. The Graduate Program will announce the place, the dates for pre-registration, and the courses that will be offered. Before pre-registration each student will:

1. Discuss their academic program with their DCT. All questions or problems related with the clinical program should be discussed with the DCT and/or the Graduate Program Coordinator.
2. Obtain from the Graduate Program Office the form for pre-registration and fill it out.
3. Each form must be signed by the student's Graduate Advisor.
4. On the day assigned for the pre-registration process each student will submit the requested forms containing the signatures of the student and the DCT.
5. During the period of registration at the beginning of each semester, the student should pick up their registration materials according to the schedule announced by the College of Social Sciences and complete their registration with the Registrar and Treasurer.

Academic Programs

At the moment, the Graduate Program of Psychology recommends that the Master's degree be given with specialization in four areas of specialization: Academic-Research Psychology, Industrial-Organizational Psychology, Social-Community Psychology. The Program also offers the Doctorate in Philosophy (Ph.D.) with Specialization¹ in Psychology. For the Clinical Psychology area of specialization only a PhD degree is granted.

Academic Status

Satisfactory status and probationary status

The Graduate Program in Psychology requires satisfactory academic status of all students. This satisfactory status is achieved by maintaining good academic performance regarding courses, practices, and other requirements. Students whose actions do not merit satisfactory status will be put on probation. Students who do not meet the retention requirements during a

¹ The Council of Superior Education of Puerto Rico (now the Education Council of Puerto Rico) used the term "concentration" in the original certification about the Program (Certification 142 of the Year 1985-86). From the year 1993 and in posterior certifications the Council used the term "specialization" to substitute "concentration".

semester will be put on probation for a maximum of two subsequent academic semesters. While on probation, students should direct their efforts to regain satisfactory status. Upon recuperating it, students will continue their program of studies; if they do not regain it within the established time frame, they may be withdrawn from the graduate program and only allowed to return by means of the admissions process. The actions taken by the Graduate Program in Psychology regarding students' satisfactory or probationary status (specified in this manual) refer to students' academic performance. The established policies and procedures in the case of an infraction of university norms and requires disciplinary sanctions are established in the General Student Regulations.

Conditions for assigning probationary status

- Have obtained a GPA of less than three points (3.00) on a scale of 4.00.
- Have obtained a grade of incomplete in half or more of the courses taken during an academic year.
- Not enrolling for more than two consecutive semesters.
- Unethical conduct in any performance scenario.

Procedures for determining students' academic status

During the academic year (and based on the circumstances), all students will be evaluated by the Program Faculty through their respective Areas of Specialization. In this moment the student's academic progress will be evaluated toward obtaining the degree. All available information relevant to the process will be considered, including criteria not strictly academic (for example, doubts regarding their professional behavior²). That is, obtained grades, professors' evaluations in courses, evaluations made by professors and practice supervisors, student reports regarding academic activities carried out during the year, the evaluation of Thesis or Dissertation Committee members, internship supervisor reports and academic progress in terms of time limits for students' work plans for completing the degree. The evaluation may result in one of the following recommendations:

1. The student's academic performance fully satisfies the programs expectations and the student is informed that he/she satisfactorily complies with the academic work and is motivated to continue during the next academic year. His/her status is satisfactory.
2. The student has satisfactory status and is motivated to continue in the program during the next academic year, but has been informed during the academic guidance the problems that the faculty perceives s/he is having in his/her performance and the ways in which he/she could resolve said problems.
3. The student is placed in probationary status. S/he is allowed to continue in the program given that he/she successfully completes the remedial conditions expressed by the faculty in writing within the time frame of one year.

² Some examples of questionable professional conduct are frequent tardiness to supervision reunions, appointments with clients or other professional reunions; disrespect Faculty members, fellow students or clients; dressing inappropriately taking into account the social context; public intoxication or drug abuse in the Campus; unethical behavior in research contexts, clinical work, or class (for example, cheating on exams, plagiarism, etc.).

4. The student is suspended from the program. Justifiable reasons are contained in a written report and put in the student's file. This decision is usually made only when the remedial plan has not been successfully completed, when serious violations to the code of ethics have been made, or when there are persistent behavior patterns evaluated as resistant to change.

If a problem is identified in regards to the student's non-academic performance that could require any of the actions specified in sections 2, 3, or 4, the professors in charge of evaluating the students must submit a written report to the Coordination of the Graduate Program. In these cases, the faculty member that provides significant information that is relevant to the evaluation of the student should do so in as much detail as possible, specifying the sources of information. Students should take the opportunity to discuss the matter with the involved faculty member(s). Remedial plans should be submitted to the student in writing and be determined within a specific time frame that should not exceed one academic year. Remedial plans should include the criteria by which to judge whether or not the student has satisfied the established requirements. Both the written document presenting the student's difficulties and the remedial plan should be signed by the student (if he/she agrees), the Area Coordinator, and the Coordinator of the Internship, if applicable. These documents should be placed in a confidential student record established for this purpose.

If the student disagrees with the stated problem, the determination about the status or the remedial plan, s/he can appeal the decision following the procedure established in this Manual.

Conditions for regaining satisfactory status

- ✓ Maintain a GPA of three points (3.00) or more during the time frame established by the Department.
- ✓ Comply with the remedial conditions established by the faculty.

Consequences of probationary status

- ✓ It will be the responsibility of students in probationary status, with the endorsement of the Faculty, the area of specialization and the Graduate Program, to correct the situations that led to probationary status within the time frame established by the department.
- ✓ The student in probationary status must recover satisfactory status preferably in one semester and, definitely, in one academic year.
- ✓ In general terms, the student in probationary status will not be able to enroll in more than six credits while in this status.
- ✓ The student in probationary status will not be able to enroll in thesis, dissertation or an internship.
- ✓ The student that does not regain satisfactory status within one academic year will be expelled from the graduate program.
- ✓ Once suspended, the student that wishes to continue studying in the Graduate Program of Psychology, must solicit re-admission no sooner than one year after the moment of their suspension.

- ✓ Said re-dmission will be of probationary character, and the courses taken in another academic institution during this suspension period will not be accredited by the Río Piedras Campus.
- ✓ Students suspended in two occasions will not be eligible for admission for a minimum period of five years.
- ✓ For additional information in regards to the re-admission of suspended students for academic or disciplinary reasons, refer to the Catalog of Graduate Studies of the University of Puerto Rico, Río Piedras Campus.

Procedures for removing probationary status

Students must submit a progress report before the period of final exams, endorsed by the area coordinator, to the graduate program coordinator demonstrating that they meet the conditions for satisfactory academic status. The department will inform the student in writing of whether or not s/he meets the conditions of for removing this status.

Reference(s)

Graduate Committee Meeting- Department of Psychology – September 14, 2007.

Revision of Probationary Standards. Graduate Committee. November 22, 2000.

Standards for graduate programs of the Río Piedras University Campus. Certification No. 72, 1991-92. Academic Senate.

General Student Regulations of the University of Puerto Rico. Certification 018, 1997-98. Board of Trustees.

Catalog for Graduate Studies of the Río Piedras Campus, University of Puerto Rico.

Academic Work Load

The minimum full-time academic work load for the master's and the PhD will be nine (9) credits per semester. Graduate students in the master's and PhD enrolled in internship, thesis, project, or dissertation will be considered full-time students, except to satisfy the requirement of residency. The part-time academic work load will be a minimum of 6 credits per semester. The Graduate Program of Psychology establishes an academic load of twelve (12) credits per semester.

Reference(s)

Proposal by the Department of Psychology, Faculty of Social Sciences for the revision of the Master's Program and the development of a doctoral program. Standards for graduate programs of the University Campus of Río Piedras. Certification No. 172, 1991-92. Academic Senate.

Available Financial Aid

Graduate students have access to diverse options in regards to financial aid, such as:

- Dean of Student Office of Financial Aid
- Teaching and research assistantships
- Office of the Dean for Graduate Studies and Research (DEGI) Students Grants and Scholarships
- Scholarships and loans from the federal government
- Honor roll

- Scholarships from private and government entities

Dean of Student Office of Financial Aid

All graduate students are eligible for economic assistantships through the Dean of Students Financial Aid Office. The Financial Aid Program is in charge of making it viable that each student that meets the corresponding criteria has access to the different financial aids available.

To receive the forms for applying for financial aid and receive orientation, the interested person must go to the facilities located in the second floor at Plaza Universitaria Building. The schedule is Monday through Friday from 7:30am to 4:30pm, with extended services Monday through Thursday from 4:30pm to 8:30pm. For additional information, it is recommended that the student access this website: <http://estudiantes.uprrp.edu/>

➤ **Dean of Student Office of Financial Aid**

Eligibility for financial assistance

1. Admission to the University of Puerto Rico, Río Piedras Campus.
2. Be enrolled in a program leading to a degree.
3. Demonstrate financial need according to federal criteria and state.
4. A citizen of the United States, or be classified as a non-citizen-eligible individual. Students Visa or F1 and F2 and J2 and J1 visas starting with G series will not be eligible for financial aid funds.
5. Satisfactory Academic Progress. Academic Progress standards set can be ordered in the Financial Aid Registrar's Office.

Required to complete the following forms to apply for financial aid:

1. Complete the FAFSA (Free Application Student Aid) which is used to apply for financial aid. This form must be included in each application or submitting the Financial Aid Office.
2. Institutional Verification Sheet.
3. The loan application form is available from the Financial Aid Office.

Additional Institutional Scholarships and financial aids are available. For more information visit the **Office of Financial Aid** web site: http://graduados.uprrp.edu/catalogo/financial_aid.htm

Graduate Assistantships

Graduate assistantships constitute one of the available options that encourage and facilitate student development and academic enrichment. Graduate assistantship programs are subsidized under the Program of Formative Academic Experiences (PEAF for Spanish acronym)

with funds from the Office of the Dean for Graduate Studies and Research (DEGI) and recurring funds assigned to the Colleges and administered by DEGI.

Assistantships have the following purposes:

- Provide means for graduate students to acquire teaching and research skills that allow them to develop their pedagogical and research potential.
- Provide financial aid.
- Contribute to the development and strengthening of the academic curriculum.

There are three types of Formative Academic Experiences (EAF)

- Teaching Assistanship (E AFC)
- Research Assitanship (Investigation or creative activities) P (E AFI p o c)
- Professional Practice Asisstanship (E AFP r)

Scholarships from the Office of the Dean of Graduate Studies and Investigation (DEGI)

Students are encouraged to obtain more elaborate information on this subject by looking at the most recent version of the Graduate Studies Catalog. It is also recommended that the student visit the website to obtain more information about the available scholarships offered by DEGI: http://graduados.uprrp.edu/asunto_est/becas/becas.htm

Loans from the federal government

Students can access the Financial Aid Guide for Students of the Department of Federal Education and learn about available federal financial aids and loans visiting the following website: http://www.ed.gov/prog_info/SFA/StudentGuide/2000-1/index.html

Honor Roll

Honor roll entails exemption from payment for tuition fees. The students are encouraged to visit this program as availability of funds may vary by year. The current policy for this benefit is as follows:

1. First-year graduate students in the University system will not be granted honor roll.
2. Regular students, from their second year on, will be granted the benefits of honor roll if they are within the top 5 percent of their class and their grade point average is 3.5 or more. Regular students are considered to be those, which at a master's level, meet a minimum of 8 approved credits.
3. Graduate students enrolled in dissertation or thesis courses that maintain a grade point average of 3.5 or more and who continue to be in the superior five percent rank of their class have the right to be in the honor roll. The privilege of the honor roll ceases any semester when a student's program is composed of less than 8 credits (summer sessions excluded).
4. Second-year students and above that are readmitted after having interrupted their studies for more than a semester have the right to be in the honor roll. They must have a grade point

average of 3.5 or higher, be in the top 5 percent rank of their class, and have completed a minimum of 8 credits in graduate studies in their last semester.

Reference(s)

Catalog of Graduate Studies 2007

Awards and Acknowledgments

There are many organizations that grant awards and acknowledgments to graduate students. Interested graduate students belonging to the Program must search for additional information regarding said awards as well as other organizations that sponsor other awards not mentioned here. The following are the most common awards:

The **Psychology Association of Puerto Rico** recognizes annually the academic work of the students from higher education institutions on the island. The awards that said organization grants are as follows:

- **Efrain Sanchez Hidalgo Award:** This award is given to the graduate student who presents the best written work about a topic within one of the following areas: Social Psychology, Educational Psychology, or Psychology of Learning. The nomination should be supported by three professors of psychology or education. The nomination consists of a letter of recommendation from each professor recommending the nomination, a summary, and information sustaining the student's academic excellence. It is a requirement that a true and exact copy of the written work be submitted.
- **Carlos and Ermida Albizu Award:** This award is given to the graduate student who meets the following criteria:
 1. Has a minimum GPA of 3.5
 2. Is evaluated by three professors testifying that the student fully meets his or her academic responsibilities.
 3. Demonstrates initiative and leadership in academic activities.
 4. Maintains good interpersonal relationships with his or her peers, the faculty and the community.
 5. Submits a written work, or thesis that the faculty considers outstanding.

The nomination should be supported by three professors of the program and must include, at least, one letter of recommendation, the candidate's curriculum vitae, and additional information sustaining the student's academic excellence.

The **Inter-American Society of Psychology (SIP, its Spanish acronym)** selects annually several research papers written during pre-degree or post-degree formation by students from any country affiliated with the SIP, and grants them the Student Research Award. Papers are evaluated based on the following criteria: originality, relevance to the topic, clarity of definition, appropriateness of method for defining the topic, quality and use of compiled information, coherence of organization, logical conclusions from information used, citing of sources used, and

accordance with the publication standards of the *Revista Interamericana de Psicología (Inter-American Journal of Psychology)*. Initially, a summary of the paper no longer than three pages must be submitted; later, for pre-selected papers, a broader summary no longer than 20 pages must be submitted. In order to obtain additional information about other documents to submit, deadlines, etc., contact the SIP's representative in Puerto Rico.

The **American Psychological Association (APA)** sponsors several awards and scholarships that acknowledge the work of graduate students of Psychology. Among these are:

- Dissertation Research Award- offers fund for research expenses in the process of working on the doctoral dissertation
- APF/Todd E. Husted Memorial Award- offers funds for research in the process of working on the doctoral dissertation. Requires that said dissertation contribute to the development the service of “persons with persistent and severe mental health problems”
- APA Student Travel Award- offers travel funds for students in order to assist the annual convention of the organization and those who have been accepted to present research papers.
- APA Minority Fellowship Program- offers funds for training psychology graduate students whose preparation contributes to “increasing knowledge of issues related to the mental health of ethnic minorities and the improvement of the quality of mental health service aimed at this population”.

The APA maintains a webpage that contains information with all the criteria and requirements in order to be considered as a candidate for the awards aforementioned. Said webpage also contains abundant information about other awards and scholarships offered by said organization as well as other related organizations. The web address for APA is: <http://www.apa.org/>

Reference(s)

Calling for Award Nomination. Psychology Association of Puerto Rico. American Psychology Association. <http://www.apa.org/>
2001 calling for pre-degree and post-degree student awards. Inter- American Society of Psychology

Candidates for PhD

The following are the established requirements for the consideration of a doctoral degree:

1. Approval the required courses;
2. Approval of the comprehensive exam and qualifying exam;
3. Approval of the dissertation proposal.

Reference(s)

Standards for graduate programs for the Río Piedras University Campus. Certification No. 72, 1991-92. Academic Senate.

Changing of Specialization (in Master's programs)

The Graduate Program in Psychology does not encourage that students change their area of specialization. The person wishing to change their area of study must submit a request for said change., through written communication directed to Chair of the Department. This request must be endorsed by the original student's area of specialization. Once the Chair of the Department evaluates the request, s/he will submit/he to the Admissions Committee so that the application is processed in the admissions Program. The person will compete, under equal conditions, with those applying for admission in the Program during that that year. If the admission is favorable, the student will be re-classified into the new area of specialty.

Reference(s)

Minutes of the Graduate Committee, Department of Psychology. October 20, 2000.

Complaints and Grievances

It is anticipated that many perceived incidents of unfairness, harm, or other damage will be resolved without requiring formal proceedings. Ideally, this would be achieved through direct and reasonable communication between the parties involved with little or no mediation required. It is affirmed that faculty have a special responsibility to hear student grievances directed against them, to consider them seriously and fairly, to be cognizant of the imbalance of power inherent in the student/faculty relationship, and to assure that there will be no penalty to the student simply for the expression of a grievance against them.

Before filing a formal grievance, students are encouraged but not required to approach directly the person(s) against whom they may have a grievance and attempt a satisfactory resolution. If direct communication is unsuccessful or if the student perceives it to be too great a risk, then the procedures outlined herein may be followed. In general, the student should consider beginning at the first level of recourse and proceeding through higher levels until a satisfactory resolution is achieved. If a given level, includes the person against whom the grievance is held, that level may be skipped. If the perceived risk to the student of additional harm is too great at any given level, that level may be skipped. Unsatisfactory resolution of the grievance at any level may be appealed at the next higher level. If in the unlikely event that an effective solution is not achieved at this level, then the student has the option of consulting with the DCT, then Graduate Program coordinator and/or the Psychology Department Director. Students also have the option of seeking assistance from the Department's Ombudspersons. However, it is expected that all such conflicts are to be addressed first within the program, then within the department, before seeking a resolution outside of the department. Confidentiality will be maintained within each level of the procedure to the extent consistent with obligations to address particular kinds of alleged misconduct and avoid harm to others.

The following steps of appeal are suggested but not required:

1. Direct communication with the person(s) against whom the grievance is held;
2. Presentation, orally or in writing, of the grievance to the student's advisor;

3. Presentation, orally or in writing, of the grievance to the DCT (PhD Clinical Program Coordinator);
4. Presentation, orally or in writing, of the grievance to the Graduate Program Coordinator
5. Presentation, orally or in writing, of the grievance to the program faculty or to the Department Chair;
6. If the disagreement persists, the student may appeal to the Dean of the Faculty of Social Sciences.
7. If the disagreement persists, the student may appeal to the Chancellor.

Record of Complaints and Grievances:

In accordance with the CoA's *Guidelines and Principles for Accreditation*, Implementing Regulation C-12, if there is a formal complaint or grievance against the Program or individuals associated with the Program, the Program will keep a record of the complaint or grievance, until at least that time that the Commission on Accreditation can review the complaint or grievance during its accreditation site visit.

The Program will maintain a record of complaints and grievances, which will include: the date of the complaint/grievance; the issue or issues of the complaint/grievance; the action taken by the Chairperson and/or Graduate Committee and/or the Graduate School. The log will identify neither the complainant nor the person against whom the complaint/grievance was filed.

The Records of grievances filed in the Department are kept in the individual files of students. Any grievances submitted to the Student Ombudsman Office would also be recorded at that office.

The Psychology Department administration practices an open-door policy regarding student concerns. Complaints are handled promptly and generally resolved within the Department. Pertinent documents are kept in the student file in the graduate program.

Class Attendance

Class assistance is compulsory at the University of Puerto Rico. It is expected that professors take note of student absences and inform the Registrar when submitting final grades for the semester. Frequent absences usually have an effect on the final grade. In the case of unexpected tardiness of the professor, the students must wait a minimum of fifteen minutes from the start time of the class before leaving the classroom.

Reference(s)

Question and answer manual. Registrar's Office. University of Puerto Rico, Río Piedras Campus, 1998.

Graduate Catalog 2000-2003. *Office of the Dean for Graduate Studies and Research. University of Puerto Rico*, Río Piedras Campus.

Professor's Manual. July 2000. Office of the Dean of Academic Affairs. Río Piedras Campus, University of Puerto Rico.

Class Period

The Rio Piedras Campus' current policies provide that in order to facilitate the changing of classes and moving from one place to another on campus, professors should begin classes

punctually and finish them ten minutes before the next class period. Professors who teach classes lasting more than two hours may give a five or ten minute recess.

Comprehensive Exam: Requirement for the master's degree and for reclassification as a PhD student

General Description of the Comprehensive Exam

The graduate program requires a comprehensive exam as a part of the requirements for the master's degree and as one of the criteria for reclassifying students to a PhD level. In general terms, it is expected that through the Comprehensive Exam in Psychology students aspiring for the master's degree demonstrate that they possess the capacity for critical analysis which in turn allows them to integrate knowledge pertinent to this discipline.

By disposition of Certification 38 (2012-2013) of the Academic Senate, this exam is obligatory in all PhD programs (V.D.4) and leaves it to the discretion of the master's graduate programs to modify the requirements for the degree exam or thesis. The Graduate Program of Psychology can choose to continue evaluating students at a master's level with other mechanism other than an Exam. In an ordinary Faculty Meeting held September 6, 2013 the faculty of the Department of Psychology approved to modify its format and assigned in January 24, 2014, assigned the the Graduate Committee the development of all the materials, design of the student orientation, and development of the procedures for its implementation. Under this new provision, effective for the academic year 2014-2015, a student could choose one of three formats: Literature Review, Investigation Proposal, and Research Results. In an ordinary Faculty Meeting held May 6, 2016, the Faculty of the Department of Psychology approved the elimination of the formats of Research Proposal and Research Results. Effective the fall semester of August 2016, the only accepted Comprehensive Exam format will be a Literature Review Essay.

The approved format serves various purposes. The first is to evaluate the academic progress of each student through an exercise where students can show s/he integrative skills of the knowledge (theoretical and through practicum) achieved up until the date of submission of the essay. Second, the essay will allow the students to explore a specific topic of interest (through a literature review), that can be use as the basis for their subsequent research project, either for the master's thesis (for those interested in such option) or doctoral dissertation. Third, the essay can be useful for presentation in a scientific or professional forum and/or for publication. In general, this exercise allows for an evaluative mechanism of the student's academic progress before continuing onto a PhD, while presenting the opportunity for each student to begin working on a topic of interest in a structured form, something that was not possible in the previous comprehensive exam.

The essay will allow for the evaluation of the student's learning in content areas and competences in the areas of research/creation, communication skills and knowledge and application of the code of ethics, among others. Each student will obtain feedback from the essay, and will be able to revise it taking into account the strengths and weaknesses identified. The Department, will use the results of the Comprehensive Exam make necessary adjustments to

the curriculum. It allows the Department to address the attainment of the competencies required by the accrediting bodies (i.e., Middle States, APA for the Clinical area of specialization), for the revision of the content, structure and sequence of the Curriculum, and for the alignment of the research standards and practice of psychology. In addition, the requirement of taking the exam once the first 34/35 credits are completed, will allow the students to plan more effectively for the remaining of their academic program, thus reducing the time to complete all the graduate requirements (*time to degree*).

Comprehensive Exam Format

The exam will be written in an essay format. The document will have 15-20 pages of content not including the title page, references, figures, tables and annexes. In order to comply with this requirement each student will present a literature review that can be related to their thesis or dissertation topic. In the summary section, the student must make an explicit link between his review and the area of specialization. This requirement is in accordance with the scientific-practitioner formation that guides each area of specialization of the Department.

Procedures to complete the Comprehensive Exam

1. All graduate students that aspire to obtain a master's degree and/or continuing towards a PhD must comply with the requirement of the comprehensive exam.
2. All students who have approved 24 credits, including the methods in psychological research and statistics courses, qualify to present the Comprehensive Exam and can present it if they wish to do so.
3. **It is mandatory to present the Comprehensive Exam once ALL Medullar and Requirements courses of the Specialization are completed for each of the areas of specialization (34/35 credits) at the Master's level.** During the academic guidance students close to completing the required 34/35 credits will be informed that it is mandatory to complete the comprehensive exam during the next semester.
4. Students who don't present their exam when it corresponds, will result in a grade of NOT APPROVE (NP).
5. If a student DOES NOT APPROVE the Comprehensive Exam the first time, they can continue taking graduate courses for a maximum of 12 elective course credits. The student will sign a form indicating that taking PhD courses does not obligate the Program to reclassify him/her to a PhD level.
6. In accordance to Certification 38 (2012-2013) of the Academic Senate, students who fail this exam may repeat it only once. If the student DOES NOT APPROVE the Comprehensive Exam a second time, or does not present at the corresponding date on a second time, the student will be dropped from the Program. The student will not continue their studies in the Program and will not obtain the master's degree.
7. For correction purposes, the number of qualifying comprehensive exams will be divided equally amongst the members of the faculty, by area of specialization. The exams will be

assigned “blindly” to professors within the area of specialization. The professor will not know the identity of the student nor the students will know who grades their work.

8. The students will receive an orientation from the Graduate Program that will include the scope of the task, the procedures, scheduling and rubrics that will be used to evaluate the essay. An orientation meeting will take place at the end of every semester. The corresponding documents will be sent via email.
9. The exams will be offered two times a year during the first week of September and the first week of February. The deadline for turning in the comprehensive exam during the August - December semester will be the first Friday of September and for the January - May semester the first Friday of February. The deadline can only be changed by majority decision of the Faculty of the Department of Psychology and with final approval from the Chair of the Department.
10. The student may ask for a review of their results through the appeal procedure described further along.

Schedule

SCENARIO 1: Students with 24 credits (Including Methods in Psychological Research and Statistics)

All students with 24 approved credits, including the Methods in Psychological Research and Statistics courses, qualify to present the Comprehensive Exam and can present it if they wish to do so. This submission will count as the first opportunity to present the Exam.

The students with a load of less than 12 credits per semester and have not approved the required courses must take the exam once they comply with these requirements.

SCENARIO 2: Students that don't have 24 credits and have not approved the required courses during the second semester.

During the academic guidance of the semester antecedent to the exam, the students that qualify will be informed that exam is **mandatory** the next semester when s/he approves approved the 34/35 credits. Each student will work independently and will submit the essay the first Friday of September. The assigned professor will correct the exam and submit it to the department no later than the 4th Friday of September. The Graduate Program is the only instance authorized to send letters of approval or disapproval. The essay will be approved if there are no recommendations or if the recommended revisions are minor in accordance with the rubric used for correction. In the case of minor revisions, the student must make them and submit the essay the first Friday of December of the semester where the student presented the exam. If revisions are major, the essay will not be approved. For the second time the student presents the exam, s/he can opt to submit the same essay with the corrections made, or submit a new essay. If the essay is not approved for a second time, the student will not be able to continue their graduate studies in the Program.

TABLE 1: SUMMARY OF THE PROCESS

STUDENTS WHO WRITE THEIR ESSAY DURING THE FIRST SEMESTER	STUDENTS WHO WRITE THEIR ESSAY DURING THE SECOND SEMESTER
<ul style="list-style-type: none"> • Orientation by the Graduate Program in May. • Submission of essay the 1st Friday of September. • The essay will then be assigned to a member of the faculty in the area of specialization. • The professor submits the corrected essay to the Department the 4th Friday of September. • The Graduate Program will send letter to the students with their grades the 5th Friday of September.³ • The student will not approve the exam if there is no link established with the Area of Specialization in the Summary. • The student approves the exam if there are no recommendations or if these are minor. • In case of minor revisions, the student will make these corrections and will submit it the 1st Friday of December. • If student does not integrate the suggested corrections or if they do not submit the corrected essay by said date, s/he will obtain a Not Approve. • Students will not approve the exam if suggested corrections are major. • Students may opt to submit the corrected version of the exam that was not approved or to turn in a new essay. • If the student does not approve the exam for a second time, s/he will be withdrawn from Program and will not obtain a master's degree. • The student may ask for a revision of the results through the appeal procedure. 	<ul style="list-style-type: none"> • Orientation by the Graduate Program in December. • Submission of essay the 1st Friday of February. • The essay will then be assigned to a member of the faculty in the area of specialization. • The professor submits the corrected essay to the Department the 4th Friday of February. • The Graduate Program will send a letter to the students with their grades the 1st Friday of March. • The student will not approve the exam if there is no link established with the Area of Specialization in the Summary. • The student approves the exam if there are no recommendations or if these are minor. • In case of minor revisions, the student will make these corrections and will submit it the 1st Friday of May. • If the student does not integrate the suggested corrections or if they do not submit the corrected essay by said date, s/he will obtain a Not Approve. • Students will not approve the exam if suggested corrections are major. • Students may opt to submit the corrected version of the exam that was not approved or to turn in a new essay. • If the student does not approve for a second time, s/he will be withdrawn from Program and will not obtain a master's degree. • The student may ask for a revision of the results through the appeal procedure.

³ Deadlines subject to changes approved by the Faculty of the Department of Psychology in majority vote. In the case that the deadline for submission of the exam changes, the deadlines for correction and return of the corrected essays will also be changed.

Criteria for Evaluation

There is a rubric for the correction of the Exam. The areas evaluated are:

Abstract	5%
Format and style	20%
Content	65%
Global Evaluation	10%

An exam will be graded as follows:

1. Approve (without revision 80 -100)
2. Approve (with revision 79 - 70)
3. Not Approved (69 or less)
4. Not Approved due to lack of linkage with the Specialty Area in the Abstract

Independent of the obtained grade, the student may visit the Department to examine their corrected essay and the graded rubric. In addition, the student may ask for an appointment with the professor who graded the exam to clarify any doubts about the evaluation. If the student requests and authorizes it, they may be sent, via email, the aforementioned documents in virtual form. Students that they may continue to work on the same topic, make the suggested corrections and submit it again the following semester. Students can also decide to change the topic of their essay.

General Guidelines to Prepare the Comprehensive Exams

When preparing the comprehensive exams, students must consider the amount of courses taken related to the topic of the exam. In this sense, the outlines, syllabi, and bibliography from these courses must be an important source of information. It is important to state that the exam must be original. Students may submit an actualized version denoting a greater level of depth and complexity. of a topic they have already worked and submitted for other theoretical courses. **Students may not submit the exact same work they have submitted for other courses in order to comply with the requirement of the Comprehensive Exam.** The modality of this exam has the objective of familiarizing the student with literature reviewing that may be used for future research work (i.e., thesis, dissertations, and research publications).

The content and grading of the exam is as follows.

- I. **ABSTRACT AND LINKAGE WITH AREA OF SPECIALIZATION:** The student must make an explicit the link between their work with their area of specialization. The abstract will be used to determine if it complies with this criteria. It is essential that the

student demonstrate, in a clear manner, the link with the Area of Specialization as it will be considered as a filter and the most important criteria to proceed with the evaluation of the exam. If the linkage with the Area of Specialization is not made, or if the link is too general a **NV (No Linkage)** option will be marked which constitutes a **NOT APPROVED**. If a link with the Area of Specialization exists, the option **V (Linkage)** will be marked for the summary and rest of the exam evaluated.

- II. **STYLE:** Part of the evaluation criteria for the exam is the editing style. The document will have 15-20 pages of content not including the title page, references, figures, tables and annexes; minimum 15 references, five within the last 5 years of proven quality. (sources from arbitrated journals, books and electronic pages).
- III. **CONTENT:** Content of essay will be evaluated as follows:

Failure of Comprehensive Exam for a Second Time

- In accordance of Certification 38 (2012-2013, D4.c) of the Academic Senate, students that fail this exam may only repeat it once.
- If the student does not approve the exam for a second time, she/he will not be allowed to continue their studies in the Program and will not obtain their master’s degree.
- The student may appeal using the following procedures.

	CONTENT CRITERIA	Score
Literature Review	Abstract	5
	Style	
	1. General Format	5
	2. APA Format	5
	3. Editing Style	5
	4. Grammar	5
	Content	
	1. Approach of the topic	10
	2. Thematic development	10
	3. Critical Analysis of the references	10
4. Conclusions	10	
5. Identification of future lines of Research	10	
6. Theoretical framework that guides the literature review	5	
7. Justification for the review of the Topic	5	
8. Research questions derived from the literature review linked to the area of specialization	5	
1. Considerations for additional evaluation that stem from reading the entire exam including the relevance and actualization of references	10	

Procedure for the appeal of results in case of a non-approval

Students who do not approve the exam have the right to apply for reconsideration of the results of their exam through the appeal process stated below:

- The student must visit the Department to examine their graded essay and rubric. In addition, the student must request an appointment with the professor who graded the exam in order to discuss and clarify any doubts about their evaluation.
- If after the examination of the graded essay, the student still disagrees with the grade, s/he can appeal the decision in writing, through a letter addressed to the Department.
- The letter addressed to the Department must state, in a clear manner, all the arguments that justify that the exam must be evaluated by another professor. Said letter must be examined by the coordinator of the Graduate Committee and s/he will determine, within the merits, whether or not to proceed with the appeal. The coordinator of the Graduate Committee may consult, with the rest of the committee, issues related to the appeal of the students in question.
- If the appeal proceeds, the Chair of the Department, in coordination with the Graduate Program, will assign a professor to evaluate the essay.
- Once the exam is submitted for a second evaluation, two possible outcomes may exist:
 - The second evaluator approves the exam; the coordinator of the Graduate Committee will appoint a third professor to evaluate the exam. The result of the third person's evaluation will be accepted as final.
 - If the second evaluator disapproves, the result of the second evaluation will be accepted as final.
- When a student obtains a Not Approve due to lack of linkage with the Area of Specialization, and chooses to appeal, only the Summary will be evaluated and not the exam in its totality. The Area of Specialization will consider whether or not a link exists.

Copyright

Certification Number 93-140, of the Council of Superior Education in part VII: Ownership of Copyright to Protect and Register, establishes the following: “...*The authors will retain ownership over works developed through and during sabbaticals, licenses, substitution of tasks, highlights, and other similar situations, unless previously agreed otherwise. The ownership of thesis work and other academic requisites rests with the student(s) who receive academic credit for them, unless agreed otherwise.*

Reference(s)

Certification No. 93-140, Council of Superior Education.
Certification No. 18, 1991-92

Course Accreditation

General Considerations

Some students enter the Program having duly approved courses in other graduate programs. At the discretion of the Program, a maximum of one-fourth (1/4) of the total courses required for the corresponding degree (master's or PhD) may be accredited (by means of validation or substitution). This regulation applies to all courses, be these electives or required medullar courses. Validation refers to the accreditation of a graduate course approved outside of the system of the University of Puerto Rico, while substitution refers to the accreditation of an approved graduate course inside the system of the University of Puerto Rico.

For the master's degree, a maximum of 11 credits may be accredited out of the 43 or 44 required by said level. For the doctoral degree, a maximum of 20 credits out of the required 79 or 80 credits may be accredited. In these cases, the 20 credits are included the 11 credits already accredited at the master's level.

On the other hand, the Program allows students to take up to nine (9) elective credits in any other graduate programs within the University of Puerto Rico System. These nine (9) credits apply to students aspiring to a master's or a doctoral degree.

Criteria for Accrediting Courses Taken in Other Graduate Programs

The accreditation of approved courses outside the UPR's system will be done considering the merits of each petition. That is, the accreditation of a course is not an automatic process nor it is the applicant's right. The petition will be evaluated within the context of the applicant's academic project. The following criteria will be taken into account:

1. Validity – courses taken in other graduate programs must be equivalent in content or complexity to courses in our program. The validated courses must have been approved in a period no longer than five years previous to admission and cannot have been accredited for the attainment of another degree.
2. Equivalence – for medullar or required courses of the specialty⁴, it must fully demonstrate that the courses in question are equivalent in content and in level of complexity.
3. Harmony with the student's academic project – when applying for accreditation of elective courses, this petition must demonstrate that the courses in question keep harmony with the student's academic project.

⁴ Some medullar or required courses of the specialty will not be considered for validation or substitution. In regards to this, the interested person must be oriented in the Graduate Program Office.

Requirements for the accreditation of a course

1. To proceed with the accreditation of a course, it is required that the student has been classified as active in the program, and that s/he must have approved at least 9 credits in the Graduate Program in Psychology.⁵
2. The course must have been approved from an accredited institution.
3. Students may not apply for the accreditation of a course in which they are currently enrolled.
4. The course must have concluded and given a final grade prior to the student's admission to the graduate program or taken with the required official authorization (if the course is taken once admitted to the program).
5. The course must have been approved with a grade no lower than a B (3.00).
6. At the moment of the application, the student must have a cumulative grade point average no lower than 3.00.
7. If the course to be accredited exceeds the number of credits required by our academic program, the excess in credits will not be used for any other purposes.
8. A course taken and not approved (Failed or obtained less than a B) in the graduate program can not be consider for accreditation if taken and approved from other institution.
9. Practicum courses or internships required by the program will not be credited.

Course Accreditation Procedures

1. Once admitted into the Graduate Program, the student interested in obtaining accreditation for courses taken in other graduate programs must request it, in writing, to the Graduate Program Coordinator. Said application must include the following: (a) academic justification for the request; (b) official transcript/s where requested course appear; (c) copies of the course outline and/or syllabi.
2. In order to ensure the greatest flexibility in the selection of courses, the student may not be required to take those courses that s/he plans to solicit for accreditation. In other words, although courses may be accredited later on, the accreditation of these will be postponed until the student have approved at least 9 credits.
3. Based on the August 17, 2001 decision, the Coordination of the Graduate Program will accredit a course after obtaining and evaluating of the course outline/syllabi by a UPR professor that teaches the corresponding matter.
4. Based on this evaluation and favorable recommendation, the administrative personnel of the Graduate Program will proceed to fill out the corresponding form for the Registrar and will submit it to consideration and approval to the Department Chair.

⁵ In the case of a first year student who understands that another previously approved course may be accredited for a first semester course and decides not to be enrolled in said course, the student will assume responsibility for the possible delay in their program of studies that will occur in case the application is denied.

5. Once approved by the Chair of the Department, the administrative personnel will process the application and send it to the Registrar through the Dean of the Social Sciences Faculty.
6. The Registrar will then notify the student and the Dean of the Faculty (Office of Student Affairs) the approval or denial of the accreditation in written form.

Accreditation of courses through course equivalency exams

Certification 88 (2003-04, of the Academic Senate, previously known as Certification 8-A) stipulates that the student can complete up to one fourth (1/4) of the credits of their program of studies through course equivalence exams. The intention of Certification 88 is to “offer opportunities of university progress to the students who, by means of non-traditional independent studies or through life experiences, have accumulated knowledge and developed skills that correspond to the matter in curriculum” (Circular Letter No. 5, 1999-00; Office of the Dean of Academic Affairs, Río Piedras Campus).

Requirements

1. Must be an active student with a grade point average of 3.00 or more. Also qualify, inactive students, whose student condition can be reactivated in accordance with the academic requirements of the Program and are short of six or less credits to complete their degree
2. Students must not have been enrolled in the course to be accredited at any other unit of the University of Puerto Rico **or in any other institution**. However, the course equivalency exam can be authorized even if enrolled as long as the person drops the course within the first month of the semester and as long as both the professor and the Chair of the Department certify that the student has the expertise of the matter and possesses the necessary abilities.
3. Students must apply for the exam no later than the date established by the registrar’s Office for the academic year.
4. If approved, the student must make the corresponding payment to the Treasurer. The student will pay the current tuition fee that corresponds to the graduate course.
5. The student must approve the exam with a minimum score of B. If the student does not approve the exam, a new application for accreditation will not be taken into consideration (See Certification 88).

Procedure

1. The Graduate Program will determine the courses that qualify for accreditation based on Certification 38.
2. The Department is responsible for offering the corresponding forms to students interested in applying.
3. The student’s Program Area Coordinator will evaluate the applicant’s file and will make the corresponding recommendations to the Graduate Program Coordinator.

4. The Graduate Program Coordinator will identify the member(s) of faculty that will be in charge of administrating and grading the exam/s.
5. The applicant and the faculty in charge will come to an agreement in regards to the conditions of evaluation, the date and time of said exam. The date of administration must be set during the class term, before initiating final exams. It will be the responsibility of the faculty member to notify the student at least two weeks in anticipation the date, time, and place where the exam will be offered.
6. The exam will be offered once and shall be prepared by the Faculty of the Department along with the Chair of the Department.
7. The exams will be modified to meet the requirements and objectives of the course. When course equivalence exams require oral or performance tests, the results must be evaluated by two or more professors of the same discipline. These two professors will certify, with their signature, the student's final grade. A similar procedure will be followed in relation to other types of exams when the Department deems it pertinent.
8. The faculty member(s) in charge of the exam will inform the Graduate Program's Student Affairs Official the grade obtained by the student in the appropriate form, who in turn will send it to the Registrar.

Reference(s)

Certification No. 38, 2012-2013, Academic Senate, Río Piedras Campus, University of Puerto Rico.
 Minutes of the meeting of the Graduate Committee, August 17, 2001.
 Minutes of the meeting of the Graduate Committee, Department of Psychology. October 20, 2000.
 Letter of November 10, 1997, directed at the Student Affairs official by the then Chair of the Department.
 Norms for Graduate Programs in the University Campus of Río Piedras. Certification No. 72, 1991-92. Academic Senate.
 Normative Dispositions Graduate Program in Psychology, Río Piedras Campus. Approved by the Graduate Committee in June 1997.
 Certification 8-A (Amended) 1973-74 Academic Senate, Río Piedras Campus, University of Puerto Rico
 Revised norms for the accreditation of courses by means of proficiency tests authorized by the Certification 8A, Year 1973-74 of the Academic Senate. Circular Letter No. 4 (1989-90) Office of the Dean of Student Affairs.
 Certification 8A, Circular Letter No. 5 (1999-2000).
 Validation of courses that students approve in other institutions after failing said courses in the Campus. Circular Letter No. 1 (1987-88) Office of the Dean of Academic Affairs
 Proficiency Exam Application for authorized matter by the Certification 8A (1973-74) of the academic Senate.
 Circular Letter 5 (1999-2000) Office of the Dean of Academic Affairs, Río Piedras Campus.
 Proposal by the Department of Psychology, College of Social Sciences for the revision of the Master's Program and the development of a doctoral program. Approved by the Council of Superior Education February 14th of 1986.
 Certifications 141 and 142; 1985-86.

Curriculum and Other Requisites for Degrees

Master's Degree

Credits

I. MEDULLAR COURSES AT A MASTER'S LEVEL

10/12

PSIC 6006	Statistics Applied to Psychology	3
PSIC 6007	Seminar: Methods in Psychological Research	3
PSIC 6005 ó PSIC 6405	Theories of Personality or Theories of Personality & Psychotherapy (for Clinical Psychology)	3
PSIC 6030	Module: Ethical Issues in Psychology (for Acad. Res., Ind. Org. and Soc. Com.)	1
PSIC 6996	Ethical Issues in Psychology (for Clinical Psychology)	3

II. FREE ELECTIVE COURSES⁶

9

III. COURSES BY AREA OF SPECIALIZATION

20, 21 ó 22

IV. COMPREHENSIVE EXAM

0

V. MASTER'S THESIS OR RESEARCH PRACTICUM

0

PSIC 6010 Thesis Seminary or PSIC 6995⁷

3

PSIC 6008 Thesis Work

0

Total credits 43 ó 44

COURSES BY AREA OF SPECIALIZATION

Academic and Research Area

PSIC 6009 or PSIC 6015	Proseminar in General Psychology or Proseminar in General Psychology II	3
PSIC 6301	Advanced Developmental Psychology I	3

⁶ Among the free electives, students can take Psic 6516 ("Supervised Lecture") a maximum amount of three (3) times.

⁷This research course is a substitute alternative to Psic 6010 for those students who opt (and receive recommendation for) continuing towards a PhD without completing the Master's degrees (in other words, without approving the Master's thesis).

PSIC 6306	History and Systems of Psychology	3
PSIC 6311	Problems in the Teaching and Evaluation of Introductory Psychology	3
PSIC 6312 or PSIC 6995	Practice in Teaching Psychology Courses or Practicum in Research	3
PSIC 6318	Human Learning	3
PSIC 6327	Use of the Computer and Its Application in Psychology	3

CLINICAL AREA

PSIC 6401	Psychological Assessment I	3
PSIC 6403	Practice in Psychological Assessment I	1
PSIC 6408	Psychopathology	3
PSIC 6431	Clinical Practice I	0
PSIC 6432	Clinical Practice II	2
PSIC 6433	Clinical Practice III	2
PSIC 6434	Clinical Practice IV	2
PSIC -----	Two Courses in Clinical Skills	6
PSIC 6060 or PSIC 6040 or PSIC 6050 or PSIC 6080 or PSIC 6090	Proseminar in General and Applied Psychology: Evaluation of Programs and Service or Proseminar in General and Applied Psychology: Clinical Supervision or Proseminar in General and Applied Psychology: Principles of Consulting Proseminar in General and Applied Psychology: Employee Evaluation or Proseminar in General and Applied Psychology: Identification of Needs and Resources	1

Industrial Organizational Area

PSIC 6025	Psychosocial Approach to the Study of Organizational Development and Change	3
PSIC 6026	Psychological Approach to Organizational Development and Change	3
PSIC 6040	Proseminar in General and Applied Psychology: Principles of Supervision	1
PSIC 6050	Proseminar in General and Applied Psychology: Principles of Consultation	1
PSIC 6080	Proseminar in General and Applied Psychology: Identification of Needs and Resources	1
PSIC 6201	Practicum in Social-Industrial Psychology	3
PSIC 6205	Social Industrial Psychology	3
PSIC 6206	Construction of Psychological Tests	3

PSIC 6209	Psychosocial Aspects of Labor Law	3
PSIC 6216	Laboratory: Psychological Test Construction	1

Social Community Area

PSIC 6105	Advanced Social Psychology	3
PSIC 6106	Community Psychology	3
PSIC 6109	Group as an Instrument of Social Intervention	3
PSIC 6110	Seminar: The Psychological Analysis of Social and Cultural Changes	3
PSIC 6131	Community Practice I	3
PSIC 6132	Community Practice II	3
PSIC 6133	Community Practice III	3

Area of Interest in School/Developmental Psychology

Code	Courses	Credits*
PSIC 6418	Childhood Behavior Disorders	3
PSIC 6518	Youth Psychology	3
PSIC 6555	School Psychology	3
PSIC 6591	Practicum in School Psychology I	3
PSIC 6302	Advanced Development Psychology II	3
PSIC 6401	Psychological Assessment I	3
PSIC 6403	Practice in Psychological Assessment	1
PSIC 6592	Practice in School Psychology II	3
Additional elective courses within the area of interest		
PSIC 8516	Psychoeducational Assessment	3
PSIC 8508	Practice in School Counseling	3
PSIC 8507	Consulting in the School Context	3
PSIC 6402	Psychological Assessment II	3
PSIC 6404	Practice in Psychological Assessment II	0
PSIC	Elective	3

PhD Degree

I. ALL THE COURSE REQUIREMENTS AND THE COMPREHENSIVE EXAM FOR THE MASTER’S DEGREE IN PSYCHOLOGY WITH SPECIALTY IN ONE OF THE FOUR AREAS

Credits

II. MEDULLAR COURSES AT A PHD LEVEL 36

PSIC 6305	Statistics and Advanced Methodological Designs	3
PSIC 8000	History and Systems and the Philosophical & Historical Foundations of Psychology	3
PSIC 8017	Advanced Research Methods	3
PSIC 6105 or PSIC 8015	Advanced Social Psychology I or II	3
PSIC 6317 or PSIC 8027	Advanced Physiological Psychology or Advanced Psychobiology	3
PSIC 6325 or PSIC 8125	Psychological Approaches to the Study of Cognitive and Affective Processes or The Sociocultural Study of the Mind	3
PSIC -----	Free Electives ⁸	18

PSIC 8495	Internship in Clinical Psychology (2,000 hours) [*Only for students who have completed all the required courses of the M.A. in Clinical Psychology and those who have completed all the required courses in the Ph.D. in the Psychology Curriculum including courses in their area of specialization. Page 43 of the Doctoral Graduate Program Proposal of the UPR approved in Certification 142 of the Academic Year 1985-86 of the Education Council of Puerto Rico establishes that “all PhD students with a specialization in Clinical Psychology must complete a total of 2,000 hours of supervised practice approved by the Department Faculty.”	0
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III. QUALIFYING EXAM 0

IV. DOCTORAL DISSERTATION

PSIC 8001	Doctoral Dissertation Seminar	0
PSIC 8002	Doctoral Dissertation	0

Total Credits 79 or 80

Reference(s)

Graduate Program of Psychology Newsletter: Description, requisites and processes of admission. Department of Psychology, Río Piedras Campus, UPR, 2007.

Doctoral Dissertation

In accordance to Certification Number 38 (2012-2013), it is mandatory to elaborate, present, and defend a research proposal for all PhD programs of the Río Piedras Campus.

General procedure for dissertation work:

1. Students identify a full-time⁹ faculty member in the department and request that he/she mentors him/her during the research elaboration. The Dissertation mentor will have the primary responsibility of directing the research development.
2. Once the student reaches an agreement with the faculty member, he/she proceeds to select the course Dissertation Seminar (PSIC 8001) during the academic guidance period.
3. The student must complete the process by registering in the section assigned to the Dissertation Mentor. In order to register, the student must bring to the Coordination of the Graduate Program the work plan form for signed by both he mentor and the student.
4. The course Dissertation Seminar counts as a medullar course of the PhD program. As stipulated in the Certification Number 38, the student may repeat the course a maximum of two times. If the student does not present his or her dissertation proposal during the enrolled semester, the student will obtain a grade of NP. This grade of NP counts as one of the two times in which the student can repeat the course. If the student obtains three (3) NP in the course Psic 8001 s/he will be dropped from the graduate program.
5. The student, with the advice of his/her mentor, identifies the second and the third members who together will make up the Dissertation Committee. All members of this committee, including the third member, must possess a PhD. The second member may be a faculty member from another department; the mentor and third member must hold a full time regular faculty position at the Department of Psychology¹⁰. The student has to inform the Office of the Graduate Program the constitution of the Dissertation Committee so that this

⁹ It refers to an assigned teaching place by the specifications of the Institution of the Department of Psychology.

¹⁰ For the approval of this possibility, the student must submit an application to the Office of the Graduate Program through a letter accompanied by the person's *curriculum vitae*.

information can be added to the student's academic file. This committee must be constituted before the students defend their project proposal.

6. The student will prepare his/her dissertation proposal under the supervision of his/her Committee. This Committee will approve the dissertation proposal.
7. Once the dissertation proposal is presented and approved in the Dissertation Seminar, the student must select the course Dissertation Work (Psic 8002) during the academic guidance period. The students are allowed to register in this course for three semesters during which s/he is expected to collect the data, and write the results and conclusions of his work.
8. The student must complete the process by registering in the section assigned to the Dissertation Mentor. In order to register, the student must bring to the Coordination of the Graduate Program the work plan form for signed by both the mentor and the student for each of the semesters s/he registers.
9. During the enrollment in this course the student must complete his or her investigation and present their dissertation defense. If it is not done during the semester in which the student is enrolled the student will obtain a grade of NP. As with the other courses, the student can only obtain two NP in one course.
10. The student will present the final draft of his/her work and will defend it publicly¹¹. The date of the defense must be informed to the Graduate Program Office with at least two weeks of advance. Officials of the Graduate Program will assign a room and will post though email the event.
11. In order to facilitate the interaction between graduate and undergraduate students, and other faculties, the oral defense must be held in the property of the Río Piedras Campus.
12. It is required that all members of the Committee assist to the defense of dissertation. Although the physical presence of all is recommended, other justified alternatives may be considered¹².
13. If in the course of the investigation there is a need for substantial changes to the proposal arises, the student must receive the approval of the corresponding Dissertation Committee before implementing these changes.
14. If the research project includes the participation of human subjects, the student must submit the proposal to the Institutional Committee for the Protection of Human Beings in Research (CIPSHI). For more information the student must access the following web address:
<http://graduados.uprrp.edu/cipshi/>
15. The Department of Psychology requires the compliance with the corresponding specifications of the *American Psychology Association* (the most recent edition) in writing the document. Personnel of the Office of the Graduate Program will provide other pertinent details.
16. The student must request and pay the graduation fee at the Registrar's Office for the semester s/she anticipates the dissertation defense.
17. In order to facilitate the interaction between graduate and undergraduate students, as well as with different faculties, the oral defense of the Thesis must be within the grounds of the Río Piedras Campus.

¹¹ The previous approval of the Qualifying Exam is not required for the defense of the Dissertation proposal.

¹² It refers to the alternatives such as tele-conferences, video conferences, etc., when any member of the Committee resides outside of Puerto Rico.

18. It is required that all members of the Committee assist to the dissertation defense.
19. Once the Committee notifies the student that s/he has unanimously approved the oral defense, the members of the Committee will sign the corresponding departmental certification.
20. Once the Dissertation is approved, if recommendations were made, the student will make all of the indicated modifications and submit one copy of the finalized document to the Department in a disk format and another copy to Biblioteca Lazaro, the UPR's main library.
21. The Recommendation for a Degree will be sent to the Registrar's Office only after the student submits the copy of the Dissertation (as required in electronic format) to the Department and once the evidence that the required copy was submitted (signed and bound) to the José M. Lázaro Library is brought to the Department.
22. To all those PhD students admitted into the Río Piedras Campus from August 1998 onwards, the Institution requires that PhD Dissertations be inscribed into the International Bibliographic Bank of *University Microfilms, Inc. (UMI)*. The procedure is the following:
 - After the academic unit certifies that the student complies with all the requisites to obtain the degree, the student must register electronically in <http://dissertations.umi.com>.
 - The corresponding payment must be made electronically in said portal.
 - Once the person registers, UMI will send an electronic message to the Office of the Dean of Graduate Studies and Research (DEGI), who will culminate the corresponding procedure.
 - For more information regarding this issue, the following site can be accessed: http://graduados.uprrp.edu/asuntos_estudiantiles/procedimiento_umi.html

Reference(s)

Reunion minutes of the Department May 13, 1998.

Written communication of the Office of the Dean of Graduate Studies and Research, Río Piedras Campus, UPR. April 27, 2000.

Norms for graduate programs of the University Campus of Río Piedras. Certification No. 72, 1991-92. Academic Senate.

Format for establishing procedures pertinent to thesis and projects in the University Campus of Río Piedras (approved by the Graduate Studies and Research Council December 12, 1997).

Norms for the selection of professors that direct doctoral thesis (written communication from the Office of the Dean of Graduate Studies and Research. Río Piedras Campus, November 1, 2000).

Faculty Evaluations

The Department of Psychology incorporates student participation in the process of evaluating the faculty through the distribution and analysis of a questionnaire designed for evaluating the faculty. The College of Social Sciences is in charge of this task and convined a committee to distribute and perform the analyses. The Evaluation Form has been sedigned by a special committee and discussed and approved in all Departments, Colleges and the the UPR's Senate. Beginning the Fall of 2016, evaluations are performed electronically.

Faculty Rights and Responsibilities

The *Faculty Manual of the Rio Piedras Campus* adheres to the fundamental rights of the teaching staff: freedom for teaching, freedom of expression, gathering and association, and the right of professors with physical or emotional disabilities to access reasonable facilities. Each of these rights is defined and aligned with existing regulations in the document mentioned above.

The manual describes general responsibilities as well as those concerning academic load, the nature of the teacher-student relationship, and specific guidelines for the teaching personnel who also have administrative tasks. Regarding these responsibilities, and citing the General Student Regulations of the University of Puerto Rico, it is established that "*the field of study is central in the relationship between teachers and students,*" professors "*will promote creative dialogue and the freedom of discussion and expression among their students and together will discuss any aspect of the discipline in accordance with the standards of intellectual responsibility of academic work*" (Faculty's Manual, Rio Piedras Campus, 1989: 35-36). Below specific items regarding the teacher-student relationship.

1. **Professors' accessibility during office hours:** As part of the teaching process, during the course of the semester professors will meet periodically with their students outside of the classroom. During these meetings professors will give students orientation about their academic performance, clarify doubts about the subject of study, and provide information about completed assignments, tests taken, and grades. At the beginning of the semester, professors should indicate their office location and hours. This information should appear in the course syllabus as well. Likewise, the department keeps, for students' information, a list with this information about professors. This list is available in the department's reception area.
2. **Waiting time and professor tardiness:** In case of professors' tardiness without prior notification, students should wait fifteen (15) minutes in their classroom before they can leave.
3. **Calendar of final exams:** Professors must comply with the calendar of final exams and dates for registering the grades established by the Office of the Registrar. This norm also applies to partial exams. In exceptional cases, when fully justified, professors should first obtain authorization from registrar for changing the date. As a general rule, students should not have to take more than two final exams on the same day.
4. **Retention of exams and equivalent work:** Final exams and equivalent assignments that have been corrected but not returned to students should be retained by professors for one semester as evidence in the case of complaints.
5. **Grade complaints:** Students who disagree with a grade obtained in class should talk with the professor about the evaluation of their performance. In situations in which students still do not agree with the grade obtained, they have the right to request that the Department Chair revise their grade before the end of the following semester. The parties involved will determine the steps to be taken for conveniently resolving the matter.
6. **Methodology:** The methodology use in any course may not consist exclusively on presentation of oral reports by students.

7. **Student recognition:** Students must receive proper, explicit recognition by a professor who uses student research projects or findings in their own publications or conferences.
8. **Supervision of research projects:** Professors in charge of supervising students for their research projects, thesis or dissertations must fulfill this responsibility by paying due attention to them. Professors mentoring a student's dissertation must comply with all the minimum criteria specified in Certification Number 38 (2012-2013) and with additional criteria adopted by the Department's Graduate Committee. Also, these professors are expected to be specialists in the field, and have the expertise or profound knowledge in the area or topic of the students' research.
9. **Information about the course:** A syllabus must be prepared for all registered courses including practicums, linterships, thesis and dissertation. It is each professor's responsibility to prepare, distribute, and discuss with their students a course syllabus during the first week of classes. The syllabus may vary as a result of mutual dialogue. In accordance with Certification 130 of the Board of Trustees, UPR (1999-2000), syllabi should contain the following information:
 - a. A heading identifying the institutional unit, college, department, and program offering the course;
 - b. A title, codification, number of hours/credit;
 - c. The prerequisites, co-requisites, other additional requisites;
 - d. Course description;
 - e. Course objectives;
 - f. An outline of content and time distribution;
 - g. Educational strategies;
 - h. Teaching resources or minimum available or required facilities;
 - i. Evaluation strategies and criteria, including:
 - i. The number and types of exams or their equivalent (if applicable)
 - ii. The number and types of short quizzes (if applicable)
 - iii. The number and types of research, reports, monographs, etc. (if applicable)
The evaluation criteria pertaining to the nature of the course, should be accompanied by their percentage wise distribution (or relative importance of each one in determining students' final grades) so that students may determine the responsibilities and effort that the course requires;
 - j. Grading system;
 - k. Bibliography;

Certification No. 14 as amended, of the Academic Senate (1984-85), also establishes that a course syllabus should contain the professor's name, office hours and location, and any other information that may facilitate the communication between professor and students.
10. **Information about academic progress:** Prior to the deadline for partial withdrawals, professors must inform students of their grade up to that moment. There are no exceptions to this rule. This also applies to practicum courses, internships, thesis and dissertation work.

References

Certification No. 14 (Amended) Year 1984-85. Academic Senate, Río Piedras Campus, University of Puerto Rico. University of Puerto Rico Faculty Manual, Río Piedras Campus; 2000

General organization of the Department of Psychology

The Department of Psychology is made up of students, faculty, and non-teaching personnel. Presented below are the most outstanding aspects of the department's general organization that, in our judgment, constitute vital information for graduate students.

Staff and general description of duties related to student services

1. **Academic Area Coordinators:**
Area coordinators are in charge of giving students general orientation and academic guidance about the graduate program for each specialization. The coordinator is the first person who should be consulted about courses, requirements, practices, theses or dissertations, comprehensive or qualifying exams, extensions, and student evaluation (academic progress). In addition, the coordinator collaborates with students in the process of obtaining academic assistance and coordinates the procedures for the granting of scholarships and exchange opportunities. The coordinator is the person who serves as a link between students in the area of specialization and the department. For the Clinical Psychology area of specialization coordinators is also called Director of the Clinical Area of specialization.
2. **Graduate Committee:**
By disposition of Certification #38 of the Academic Senate (2012-2013) which rules the fundamental aspects of graduate programs in the Río Piedras campus, all graduate programs must have a Graduate Committee. It is this committee's responsibility to develop and ensure compliance with the policies, procedures, and other regulations particular to the corresponding Graduate Program. In the Department of Psychology, this Committee is composed of the Chair of the Department, the Graduate Program Coordinator, the Associated Chair of the Department, the Academic Area Coordinator (or Chair) of the four areas of specialization and the Student Representative.
3. **Graduate Program Coordinator (Extension 87543):**
The Graduate Program Coordinator is in charge of supervising the academic-administrative aspects of the Graduate Program. In relation to the Academic Area Coordinators, it is the next instance where the student can go to for information related to the graduate studies. Among other things, the Graduate Program Coordinator has the function of mediating any difference that arises in the relations between different graduate components and also recommends to the Chair of the Department and the Graduate Committee policies, procedures, norms and other regulations

The responsibilities of the Graduate Program Coordinator include issues of a curricular nature and academic guidance of students. Curricular issues include revision and evaluation of the academic offer of the program and its professional accreditation, the actions related to graduate courses, revisions of the Graduate Manual and Catalog and the creation of new academic offers. In addition to this, s/he will be responsible for the

implementation of the Student Learning Assessment Plan and for conducting a remediation plan as a result of the assessment. S/he can propose curricular changes or any other matter related to the achievement of students' competencies.

The Graduate Program Coordinator is part of the Graduate Board of the Faculty of the College of Social Sciences. As a member of the Board, s/he will collaborate with the Associate Dean in the compliance of his/her responsibilities.

The Graduate Program Coordinator can remain in the position for a maximum of four years. The renewal of appointment will depend on the evaluation of his/her execution by the Associate Dean in consultation with the professors and students of the graduate program.

4. Student Affairs Official (Extension 87546):
The Official of Student Affairs of the Graduate Program is the person in charge of submitting legal documents to all university offices and offers administrative support in everything related to admissions, pre-enrollment and enrollment, re-classifications, readmissions, incompletes, internships, extensions, and degree recommendations. In addition, the official also has the responsibility of keeping the student files up to date with all pertinent documentation.
5. Graduate Program Orientation Official (Extension 87543):
This is the person that mechanically processes the documents and other procedural matters of the Graduate Program. In addition, s/he offers information about the Program and coordinates the meetings with the Coordinator. S/he offers guidance to the students in relation to admission into the Graduate Program. S/he coordinates essay and interview appointments. S/he is responsible for keeping all student's files and for entering and calculating admissions data into the excel worksheet.
6. Associate Chair (Extension 87544):
The person who substitutes the Chairs in their absence. Advises the Chair on decision making of everything relative to the Department.
7. Department Chair (Extension 87544):
She/he is the last departmental instance to present questions, revisions, petitions, or suggestions related to the Department of Psychology. S/he is in charge of the planning, implementing, and evaluating all matters related to the Graduate Program in the Department.

Departmental Committees

By disposition of the General Regulations of the UPR, each department must have a Personnel Committee (General Regulations of the University of Puerto Rico) and a Personnel Graduate Committee (Certification No. 38 2014-2013, Academic Senate of the Río Piedras Campus). Internally, the department has organized its academic-administrative work through the constitution of the following permanent committees: Graduate Program Admissions

Committee, Graduate Program Committee, Curriculum Committee, Department's Personnel Committed. Other committees may arise in order to attend to other specific departmental needs or tasks.

Grades

1. **Evaluation criteria:** During the first week of class, it is the professor's duty to hand out and discuss the syllabus of a course where the requirements of the course, including the evaluation criteria for the student's execution is explained. The evaluation criteria must include: number and type of exams or its equivalent (if applicable), number and type of quizzes (if applicable), number and types of investigations, reports, monographs, etc. (if applicable) and percentage distribution of each of the criteria. This information allows the student to determine the responsibilities and the effort the course requires.
2. **Withdrawals:** The professor must inform the students their grades before the deadline for partial withdrawals.
3. **Grading systems:** The quality of the student body's academic work will be officially recorded by the use of the two systems described below.
Quantitative grading system: To officially register the student's academic performance, grading system based on A, B, C, D, and F will be used. For the purpose of computing the student's grade point average, the numerical value of the grades will be: A=4.00, B=3.00, C=2.00, D=1.00, and F=0.00. This system will be used to evaluate the performance in theory courses, seminars, workshops, laboratory work, and other academic activities in which at least one exam or quantifiable assignment are required.
Non-quantitative grading system: Grades of Pass (P) and No Pass (NP) will be assigned. Approve work (P) will be graded as Outstanding, Noteworthy, or Good. By the means of this system thesis work, dissertations, qualifying exams and other creative work will be graded. This system will also be used to grade practices, seminars, and research courses at the discretion of the academic program. These grades will not be translated into figures when computing the student's grade point average.
4. **Minimum grade accepted:** The Graduate Program in Psychology requires a B or higher (or a grade of P) for the approval of all courses.
5. **Retention of exams and other work equivalents:** The professor must retain graded final exams and other work equivalent not handed back to the students for the term of a semester, to be able to attend any possible claims.
6. **Repetition of a course:** Students will only be allowed to repeat two times only (based Certification 38 or one time if based on Certification 72) courses, workshops, seminars and laboratories in which s/he has obtained a grade B- (or less) or a NP. When courses are using a quantitative system, the highest grade will be use to calculate the grade point average and for retention and cumulative graduation point average¹³.
7. **Grade appeals:** Students in disagreement with a grade obtained in a course should speak with the professor about the evaluation of their work. When disagreement over the obtained grade persists, the student has the right to appeal for a revision of their grade to the Chair of

¹³ A second failing grade in any medullar course or a course required by the specialty implies the automatic suspension of the student in question from the Program.

the Department. Said appeal must be submitted before the conclusion of the next semester. The parties involved will determine the procedure to be utilized for a convenient solution of the issue.

8. **Incompletes:** Obtaining an “Incomplete” grade is a privilege granted to the professor. When granting an incomplete, it must be accompanied by a provisional grade [that can be F or NP (failed)]. The student must comply with all the requirements of the course before the conclusion of the next semester. Once all the course requirements are completed, the professor will change the provisional grade for a final grade, which cannot be lower than the one previously provided, and will also inform the Registrar with the appropriate forms. Until its removal, the student’s grade point average will be computed using the provisional grade given with the incomplete grade. This could result in the student not having the required grade point average to stay in the program and may be assigned probationary status. The responsibility to initiate and follow up on the necessary steps for resolving the incomplete grade rests on the student. It is important to clarify that a pattern of incomplete grades may impact the student’s academic progress, status and recommendation to obtain a PhD.

Reference(s)

Certification 38, 2012-2013, Academic Senate, Río Piedras Campus, University of Puerto Rico.

Proposal made by the Department of Psychology, College of Sciences Sciences for the review of the Master’s Program and the development of a doctoral program. Approved by the Council of Superior Education February 14th, 1986. Certifications 141 and 142; 1985-86.

Norms for graduate programs in the Río Piedras Campus. Certification No. 72, 1991-92. Academic Senate.

Student Affairs Committee Report about student problems that, at the moment, are not subjected to general norms in the Campus. Certification No. 14 (amended) 1984-85. Academic Senate, Río Piedras Campus, University of Puerto Rico.

Professor’s Manual. Office of the Dean of Academic Affairs, Río Piedras Campus, University of Puerto Rico, July 2000.

Master’s and PhD Student Classification

1. All first year students receive a master’s classification, including those who already possess a master’s degree, PhD or its equivalent.
2. This classification changes to doctoral when the student complies with the following requirements¹⁴:
 - a. approval of the 43-44 credits required at the initial level;
 - b. approval of the comprehensive exam;
 - c. recommendation by the Faculty (specifically those belonging to the area of specialty of the Master’s degree) to continue doctoral studies;
 - d. not be enrolled in PSIC 6008 (Thesis Work). Enrollement in Psic. 6008 supposes is that the student aspires to obtain a Master’s degree;
 - e. enrollment in a course that will be part of the thirty-six (36) credits belonging to the doctoral or advanced level.

¹⁴ However, a student that complies with the requisites but is still enrolled in Psic 6008 (Thesis Work) will not receive the doctoral classification, seeing as how under these circumstances it is presumed that the person aspires for the master’s degree.

References(s)

Minutes of the meeting of the Department of Psychology, Río Piedras Campus, UPR, September 6th, 1996.
Agreements of the July 27, 1996 meeting. Graduate Committee, Department of Psychology.
Letter by Dr. Wilfredo Vellón, Chair of the Department of Psychology, addressed to Sr. Juan M. Aponte Hernández, Registrar of the Río Piedras Campus. November 10, 1997.

Master's thesis

The University of Puerto Rico, Río Piedras Campus' policies has established that, in master's programs, a thesis or research project is not required. It is optional for Graduate Programs to require it. As so, students in the Graduate Program in Psychology that aspire to a master's degree a master's thesis is required. The master's thesis is a written work that must reflect the student's capacity to take advantage of the acquired knowledge in their field of study. It must demonstrate their dominion over the theory, the appropriate methodology and their capacity to perform critical analysis in order to conduct an original research project; and must denote their ability to explain the results of their research. The Graduate Program requires that the candidate orally defend, in the premises of the Río Piedras Campus, their research findings before the academic community and before the members of the Thesis Committee. The Graduate Program in Psychology does not encourage, but accepts group theses if the magnitude and depth of the project requires that more than one person participate in the project. The specific requirements and the procedure that applies in these cases appear under the sub-section titled "Combined Theses".

General procedure for thesis work

1. Students identify a full-time department faculty member and apply for him/her to be their thesis advisor. The thesis advisor has the primary responsibility of directing the development of the research.
2. Once the student obtains the faculty member's agreement, s/he proceeds to pre-enroll in the course Thesis Seminar (PSIC. 6010) under the thesis advisor's supervision. The student should complete the process by enrolling in the section assigned to the thesis advisor. Nevertheless, the mentor must occupy a regular place in the Department of Psychology.
3. Students, with the counseling of their advisors, identify the second member and third member rwho will make up their Thesis Committee. All members of this committee, including the third member, must possess a PhD. The second member may be a qualified person ascribed to an entity external to the Graduate Program in Psychology¹⁵. The constitution of the hesis Committee must be informed in writing to the Offices of the Graduate Program. This committee must be formed before the student presents their Project proposal. The student must enroll in the course Thesis Work (PSIC 6008) for a maximum of two semesters, until the culmination of their Thesis work in the oral defense.
4. Students will prepare their Thesis proposal under the supervision of their Committee.

¹⁵ For the approval of this possibility, the student must submit their request to the Office of the Graduate Program by letter accompanied by the *curriculum vitae* of the person.

5. If the research project in question includes the participation of human subjects, the student must submit the proposal to the Institutional Committee for the Protection of Human Subjects (CIPSHI). As a part CIPSHI requirements, the student must take a certification minicourse whose approval must be certified (Citi Certificate). For additional important information regarding this subject, the student must access the following webpage: <http://graduados.uprrp.edu/cipshi/>
6. Students will present the final draft of their proposal and publicly defend it¹⁶. To initiate the procedures date of its celebration must be informed to the Office of the Graduate Program at least two weeks prior to the defense. The Graduate program will reserve a room and publish the announcement.
7. To facilitate the interaction with undergraduate and graduate students, in addition to different faculties, the oral defense must be held within the Río Piedras Campus grounds.
8. It is required that all members of the Committee attend the oral defense.
9. If during the course of research, the need for substantial changes to the proposal occurs, the student must receive the corresponding approval from the Thesis Committee before implementing these changes.
10. In regards to the drafting of the document, the Department of Psychology requires the compliance with the *American Psychological Association* (most recent edition) writing style. In regards to the binding of the thesis and other pertinent details, the student must inform themselves with the personnel of the Graduate Program Office.
11. Students must request graduation to the Registrar's Office for the semester they anticipate the defense of their Thesis to be held.
12. Once the Thesis is approved, the student will integrate all suggested changes.
13. The Degree Recommendation will be sent to the Registrar's Office only after the student submits the copy of their Thesis (as required in electronic format) to the Department and evidence that the required copies were also submitted (bound and signed) to the corresponding libraries (The Reserve Room of the Social Sciences Library and the José M/ Lázaro).
14. Master's students admitted into the Campus have the option to have their Thesis documents be incorporated to the *International Bibliographic Database University Microfilms Inc.(UMI)*. The procedure that the student must follow to comply with this requirement is as follows:

- After the academic unit certifies that the student meets all the necessary requirements to obtain the degree, he/she will submit the Inscription of Dissertations, Theses and Project Form at *University Microfilms, Inc.*
- The student will present the document before an Official Collector and pay the required fee. (\$55 for doctoral dissertations)
- The student will leave a copy of the Thesis (without binding) to the Office of the Dean of Graduate Studies and will present the receipt from *University Microfilms, Inc.*

The DEGI will crosscheck to make sure that it meets the requirements of the UMI and will forward the document for microfilming and cataloguing

¹⁶ The previous approval of the Comprehensive Exam is not required for the defense of the Thesis proposal.

Combined Theses

Requirements:

1. Thesis work must be divided equally among the participants.
2. Groups may consist of no more than three participants.
3. The group will draft one document.

Procedure:

1. Students, along with their Thesis Advisor, must justify in written communication the need for work as a group.
2. Students must obtain authorization for the Area Committee in written form. A copy of said authorization will remain in each student's transcript.
3. The Thesis Advisor is responsible for supervising the equal distribution of thesis work.

Reference(s)

Minutes of the meeting of the Department of Psychology. December 12, 1988.

Written communication from the Office of the Dean of Graduate Studies and Research, Río Piedras Campus UPR. April 27, 2000.

Standards for graduate programs in the University Campus of Río Piedras. Certification No. 72, 1991-92. Academic Senate.

Río Piedras University Campus guide for establishing proceedings pertinent to theses and projects. Approved by the Council of Graduate Studies and Research. December 12, 1997.

Format for master's theses or projects and PhD dissertations at the Río Piedras University Campus. Approved by the Council of Graduate Studies and Research. December 12, 1997.

PhD Qualifying Exam (Candidature Evaluation)

The Qualifying Exam is another requirement for obtaining a PhD in the program. In tune with the provisions of the doctoral proposal, this exam may be presented for approval when the student has completed and approved all the requirements for the PhD degree, except for the dissertation. Similarly, the student will not be able to defend their dissertation work until this essay is approved. The general instructions are as stated below.

1. **Exam Objective:** This exam consists of developing an essay regarding any topic of interest where the student must include in an integrated critical manner at least three to six of the medullar areas of the doctoral. In other words, it is required that students choose three (of the six) medullar areas and relate them with the desired topic. These areas are: 1) Philosophical, 2) Cognitive, 3) Physiological, 4) Social, 5) Methodology, and 6) Statistics.
2. **Selection of a topic:** It is recommended that this essay be related to the general topic or sub-topics of the dissertation project, resulting in another instance of reflection, debate and theoretical refinement from which the student may develop their line of argument integrating contemporary literature related to the topic. However, students have the

option to select other topics as long as they comply with the integration of the 3 medullar areas.

3. **Evaluation Committee:** Each student must ask two professors to be part of the evaluation committee. This committee will provide mentoring to the student in the selection of a topic and guide the development of said document. Subsequently, the committee will be responsible for evaluating and approving the Qualifying Exam in its final version. It is recommended that the committee be composed by the mentor of the student's dissertation committee, and one of the other members of the committee or other faculty of the Department. One of the committee members must occupy a regular position¹⁷ in the Department. The second member must be an adjunct faculty contracted on a yearly basis and duly authorized by the Personnel Committee of the Department. Each of the members of the Committee will evaluate the student's essay using the rubric developed for these effects. The members of the committee will sign the approval form. If the student receives a non-approval grade from one or both faculty members, s/he must continue working on the suggested changes until s/he obtains the approval of said member. The only available options are approval or non-approval. The student must submit to the Department the completed rubric signed by both professors in the committee and the certificate of approval at least two weeks before his/her oral dissertation defense.
4. **Format:** The essay submitted for evaluation must be of publishable quality and comply with the instructions established above. It must be 20 to 25 pages in length (not including the list of References), follow the current APA (*American Psychological Association*) publication guidelines and include an abstract in line with the above mentioned guidelines.

The following steps should be followed.

1. **Application for Evaluation of the Qualifying Exam.** The Department of Psychology has the assigned task of verifying that the student has approved 79/80 credits of the Graduate Program and has complied with all the curricular requirements. Once verified, the student will obtain a certification from the coordinator of the Graduate Program and will turn in the application. The application for Qualifying Exam will not be available to the student until s/he obtains said certification.
2. **Evaluation Committee.** The student must select two members to be part of the Qualifying Exam Committee. It is recommended that the committee be formed by the mentor of the student's dissertation committee, and one of the other two members of the committee or other adjunct faculty members of the Department. One of both members of the committee must occupy a regular¹⁸ position in the Department. The other person must be a part of the

¹⁷ Refers to an assigned teaching position by the budget of the Institution of the Department of Psychology.

¹⁸ Refers to a teaching position assigned by the Institutions/'s budget of the Department of Psychology.

faculty holding a yearly contract and duly authorized by the Committee of Department Personnel.

3. Submission of Application to the Department. The student must fill in the *Application for the Evaluation of the Doctorate Qualifying Exam* and submit it duly signed by both the Committee and the student. It must be submitted to the Student Affairs Official of the Graduate Program in Psychology.
4. Change in Committee members. In the case of a change in the constitution of the Evaluation Committee for the Qualifying Exam, the student must submit the *Application for Change in the Constitution of the Evaluation Committee for the Qualifying Exam* to the Graduate Program for approval.
5. Choosing a topic and medullar areas. The objective of the committee is to provide mentorship to the student in the selection of an essay topic and to guide the development of said topic. The student and their Committee will agree upon a topic or final topics and the three medullar areas to be integrated in the Qualifying Exam. Subsequently, the committee will be responsible for evaluating and approving the Qualifying Exam in its final form.
6. Evaluation of the essay. The student must submit the essay for evaluation to the Qualifying Exam Committee. Each one of the members must independently evaluate the essay using the rubric developed for such purposes.
7. Certificate of Approval. If approved by both faculty members, the members of the committee will sign the certificate of approval for the Qualifying Exam. If the student receives Not Approved grade by one or both faculty members, the student must continue to work on the suggested changes until s/he obtains the approval. The only available options are approval or non approval.
8. Submission of documents to the Department of Psychology. The student must then submit the final version of the Qualifying Exam to the Department of Psychology, both completed rubrics with an approval grade and signed by both professors, and the certificate of approval of the Qualifying Exam with the respective signatures.

References

Review of the format for the qualifying exam. Approved in the faculty reunion, Department of Psychology. Second Semester 2015-16.

Privacy of Information

The Department of Psychology, in conformity with University of Puerto Rico policy, guarantee students the following rights:

- Inspect and revise one's academic transcripts

- Request that amendments be made to their transcript to correct inexact information that may be interpreted incorrectly or that may violate their right to privacy and other legal rights.
- Give their consent before personal information from their transcript be given.
- File a complaint for alleged incompliance with the law on behalf of the University of Puerto Rico¹⁹.
- Compliance with institutional policies of the University of Puerto Rico regarding the privacy of academic transcripts²⁰.

Likewise, the faculty of the department acts in conformity with what is established by the General Student Regulations (1997-98) in Article 2, which reads "The fiduciary nature of the relationship between professors and students should be respected on the behalf of both as well as on the Chair's behalf. Opinions and beliefs expressed by students in the classroom are privileged, and for teachers to inform third parties goes against students' rights. This does not impede, however, professors from expressing their opinions on students' characters or abilities, or from discussing students' performance with colleagues as part of the academic program and students' formative processes." This article also mentions that the academic and disciplinary records of students will be kept separately. The article also indicates that information relative to disciplinary records is not available to unauthorized persons in or outside of the university without student consent, except in the case of legal sentencing. Nor is it permitted that records be kept of students' political beliefs.

Reference(s)

General Student Regulations of the University of Puerto Rico.
 Certification No. 108 1997-98. Board of Trustees, University of Puerto Rico.
 Institutional Policies, University of Puerto Rico 1999-2000.

Professor Directory

The Department Offices keep an up-to-date directory with the pertinent information of Faculty members, full time and part time professors

Readmission

Background

On some occasions and for a great variety of reasons, some students are not able to continue being active in the Program and, subsequently request re-admission into said program. According to what was agreed upon by the Graduate Committee during its ordinary meeting April 28, 2006, the Program will consider these applications.

¹⁹ Said complaint must be filed with the office: "*The Family Educational Rights and Privacy Act Office*". The address for this office may be obtained at the Office of the Student Ombudsperson.

²⁰ Said document may be found in the Registrar's Office.

- (a) Students who stopped enrolling in courses for one or two semesters and (in tune with the Institutional provisions) are classified as inactive;
- (b) Students who did not enroll in courses for more than two semesters and (in tune with the provisions in this Manual) are placed in probationary status for failing to show academic progress;
- (c) Students that, once classified in probationary status, remain that way for two consecutive semesters and (in tune with the provisions in this Manual), and are withdrawn from the Program;
- (d) Students for whom the maximum term (including an extension) given to complete their requirements has been exhausted and, as a result (in tune with the provisions in this Manual and Certification #38, 2012-13, of the Academic Senate), are withdrawn from the Program;
- (e) Students which, for other reasons, are withdrawn from the Program (for example, failing on a second occasion a course or the Comprehensive Exam; persons who after having obtained a master's degree and after a great deal of time, wish to continue their studies in order to obtain a PhD; incidents that are not strictly academic; etc.).

Procedures

In addition to submitting the electronic application required by the Institution within the established deadline, all applications for re-admission must be submitted in written form to the Graduate Program Coordinator, who will proceed as follows:

- A. For the students described in category (a) above, the Graduate Program Coordinator will evaluate the general characteristics of the case and will recommend to the chair of the Department whether or not re/admission should be granted. If the decision by the Chair is favorable, the student will be given an orientation about the administrative procedures to be followed and will be referred to his or her corresponding Area Coordinator for academic guidance and the planning of the student's academic project.
- B. For students described in category (b), the Graduate Program Coordinator will refer the petition to the corresponding Area Coordinator who will then evaluate the case in light of the general characteristics of said petition and the contingencies of the Area at that moment²¹. The recommendation for whether or not to grant re-admission will be passed on to the Chair of the Department. If the Chair's decision is favorable, the student will be given orientation regarding the administrative procedures to be followed and will be referred to their corresponding Area Coordinator for academic guidance and planning of the student's academic project.
- C. For students described in category (c) and (e), the Graduate Program Coordinator will refer the case to the consideration of the Graduate Committee, who will evaluate the general characteristics of said case and make a recommendation to the Chair of the Department whether or not to grant re-admission. If the Chair's decision is favorable, the student will be given an orientation regarding the administrative procedures to be

²¹ This refers to the program decisions the Areas may have taken (for example, admission of new groups of students) which can lead to the consideration of the request for re-admission.

followed and will be referred to their corresponding Area Coordinator for academic guidance and planning of the student's academic project.

- D. In tune with the provisions contained in this Manual, students described in category (d) may request re-admission at the end of one year being suspended. Having done so, they must go through the normal process of admission and compete under equal conditions with those applying for admission that corresponding year. If admitted, courses already taken may have expired and taken again. The amount of courses already approved will be taken into consideration to determine the new time to degree.
- E. Students requesting admission to complete their Master's thesis work or dissertation are not required to submit their EXADEP results.

Referenced document

Minutes of Graduate Committee meetings for April and October 20, 2006.

Agreements reached during the Department Faculty meeting held April 25, 2007.

Repetition of Courses

Students may repeat courses, workshops, seminars, and laboratories in which they obtained a grade of C or lower or a NP. In the case of repeated courses the highest grade will be taken into consideration for determining the student's GPA and index of retention and graduation. If the student fails any course required by the Program on a second occasion, the student will be suspended.

Document referenced

Standards for Graduate Programs in the University Campus of Río Piedras. Certification No. 72, 1991-92. Academic Senate.

Requirements for Graduation

Master's

- The minimum GPA for graduation will be 3.00 on a scale of 4.3.
- Approval (with a grade of A, B, or P) of the 43 or 44 required credits
- Approval of the Comprehensive Exam
- Approval of the student's Thesis proposal and approved defense of the Master's Thesis
- Submit the degree application to the registrar
- Present the required amount of copies of the thesis, duly bound and signed by the Thesis Committee

PhD

- The minimum GPA for graduation is 3.00 on a scale of 4.0.
- Approval (with a grade of A, B, or P) of the required 80 credits.
- Approval of the Comprehensive Exam
- Recommendation by the Area Faculty corresponding to continuing onto the PhD
- Approval of the Qualifying Exam

- Approval of the Dissertation proposal and the Dissertation
- Approval of the Internship (in the case of students in Clinical Psychology) [no less than 2,000 hours of supervised practice, complying with the regulations established in the document “Internado en Psicología Clínica”, approved September 25, 1987, and revised August 2007.]
- Request for graduation to the registrar
- Present the required amount of dissertation copies, duly bound and signed by the Dissertation Committee

Document referenced

Proposal of the Department of Psychology, Faculty of Social Sciences for the revision of the Master’s Program and the development of a doctoral program. Approved by the Higher Education Council on February 14 1986. Certifications 141 and 142; 1985-1986.

Requesting Courses

It is expected, for the purpose of evaluating, planning and developing their academic project, that each student seeks academic advising from the coordinator of their area of specialization every semester previous to the period of selection of courses. This advice should guide the selection of elective courses that takes into account account the student’s areas of interest. Student’s area(s) of interest, academic progress, practical experiences, theses, qualifying exams, student’s evaluations, dissertations, and publications should all be taken into account when orienting students.

As a part of the procedure, the student must fill out the Course Request Form, which must be signed by the Area Coordinator. Written authorization should be obtained from the corresponding professor for enrollment in the following courses: PSIC 6516 (Supervised Reading), PSIC 6995 (Research Practicum), PSIC 6010 (Thesis Seminar), and PSIC 8001 (Dissertation Seminar) and PSIC 8002 (Dissertation Seminar). Students will not be allowed to enroll in these courses unless the corresponding professor signs the enrollment authorization document.

Given the importance of this academic advising process, participation in said activity is a requirement for all students. Non-compliance of this requirement may lead to the interruption of the student’s enrollment process. Repeated non-compliance of this requirement may also lead to probationary status.

Reference(s)

Graduate Committee meeting minutes, Department of Psychology. October 20, 2000.

Residency

Students must comply with the requirement of residency. It means complete dedication to graduate studies for the minimum duration of two semesters. Complete dedication is defined as a minimum of eight credits per semester.

Reference(s)

Standards for graduate programs of the University Campus of Río Piedras. Certification No. 72, 1991-92. Academic Senate.

Graduate Catalog published by the Office of the Dean of Graduate Studies and Research of the University of Puerto Rico, Río Piedras Campus.

Retention

For information regarding the retention in the Graduate Program, please refer to the section “Academic Status”, in this Manual.

Student Services

Health Services:

Student Health Center

Counseling Services for students:

Students can receive confidential counseling services at DCODE. These services are provided by licensed Psychologists, and at *no time* are any clinical psychology students working in this clinic (for training experiences, or otherwise). All services are by appointment (tel. 787-764-0000 ext. 86500, 86501).

Library Services:

The University Library is a vital center of research, learning, and discovery for the University community. The Library offers strong collections and services to support both undergraduate and graduate scholarship, and our facilities serve as friendly gathering places as well. From our rich historical Archives, to government documents, to recreational reading, music and videos, to efficient, easy access to digital resources across our curricula, the Library is well-equipped to enrich our students learning experiences while at UPR-RP.

A committed group of Library faculty and staff work closely with students to assist them in finding, evaluating and using today’s wealth of information, as well as in effectively using new information technologies. Information literacy classes offer undergraduate students the opportunity to develop skills to prepare for successful lifelong engagement with a dynamic and ever-changing information environment. Library faculty work closely with the professional and graduate programs in Hillsboro, Eugene, Forest Grove, and in distance courses to integrate information literacy competencies into the curriculum and to support students’ advanced research.

Access to online databases, nearly 30,000 full text electronic journals and 10,000 ebooks is available around the clock via the Library’s web portal. In addition to its core collections of materials (both print and electronic), the Library’s resource-sharing partnerships allow our students to quickly obtain materials from across the region -- and from around the world. To encourage both independent research and collaborative learning, the Library offers comfortable study spaces on both campuses, and a 24-hour study center and computer lab in the Forest Grove facility. An information common is located in both the Hillsboro and Forest Grove libraries, offering computer access and research assistance to all students.

Our University digital repository, *CommonKnowledge*, is the home of the collected scholarship and creative works of Pacific University faculty, staff and students. Outstanding undergraduate student scholarship, as well as the theses, dissertations and research projects of our graduate and professional students, is showcased in *CommonKnowledge*. These largely open access collections, along with the open access journals hosted by the Library in *CommonKnowledge*, support the idea that shared information is essential to the “progress of knowledge” in our global community. Through its collections, services, staff, and innovative use of technology, the Library encourages exploration and discovery and strengthens the University’s commitment to teaching, learning and scholarship.

Student Ombudsperson

The Office of the Student Ombudsperson is a resource for all University of Puerto Rico, Rio Piedras Campus students to assist in the resolution of conflicts, concerns, and other problems that they may encounter through the course of University life.

The primary goal of the Office of the Student Ombudsperson is to provide students confidential consultation in assisting with the possible resolution of any university-related concern, grievance or appeal. Students work closely with the Student Ombuds in developing both informal and formal strategies that will assist them in resolving their university-related concerns. The ombudsperson provides a safe and confidential space to explore conflicts, problems, and concerns that arise in the course of life at the University. The Ombuds Office also works directly with faculty and staff, providing consultation related to university policies and procedures. It has established itself as an objective, nonbiased operation that continues to work towards developing a fair and equitable university community.

Address: The office of the Student Ombudsperson is located in the second floor of the Student Center.

Web Page: <http://procuraduria.uprrp.edu/>

Phone: 787-764-0000 Extensions: 86600, 86601 y 86603

Email: Student Ombudsperson, René A. Vargas Martínez: procurador.rp@upr.edu
Ombudsperson

Student Ombudsperson Assistant, Coralie Pacheco Valcárcel, coralie.pacheco@upr

Reference(s)

Graduate Catalog published by the Office of the Dean of Graduate Studies and Research in the University of Puerto Rico, Río Piedras Campus.

Student Participation

Committees and Work Groups

Students participate in Department’s Meetings, Area of specialization Committees, Graduate Program Committee, Student and Professor Joint Committees, and Special Committees

aimed at identifying or carrying out special tasks which contribute to the proper functioning of the department. In accordance with the current regulations, students may not participate in the selection and evaluation of professors for contracting purposes, evaluation of other graduate students, drafting and correction of qualifying exams or their equivalents, or evaluation of dissertations, theses, or projects. Presented below is a brief description of student participation in the above-mentioned groups:

- **Department Meetings:** General Student Regulations of the University of Puerto Rico establish in Article 10 recommends that there will be student participation with voice and vote at the departmental level. Student representation will not exceed ten percent (10%) of the number of staff members in the department. In no case, however, should there be less than two student representatives.
- **Area Committees:** With the purpose of efficiently managing the internal affairs of each of the four areas of specialization of the graduate program, as well as harmonizing the work of the different areas with the Department. In said meetings two student representatives will also participate, one of which must be a first-year student. Said student representatives are elected by their fellow students from their area of study.
- **Graduate Program Committee:** Certification No. 72 (1991-92) of the Academic Senate provides that each graduate program will have a Graduate Committee in charge of ensuring that the program's regulations are followed. Section 8.1.6 of this certification reads as follows: "There will be at least one student representative, elected by the program's regular student body for a term lasting one year or until his/her successor is elected and certified, present at the meetings of the Graduate Program Committees or subcommittees that are established."
- **Student/Professor Joint Committee:** Article 60 of the General Student Regulations of the Rio Piedras Campus provides that each department must have a Student/Professor Joint Committee responsible for making recommendations to the department about academic affairs and relationships between students and professors. Student representation by vote must not exceed ten percent of the committees' vote, and should be no less than two students. In the case of the Department of Psychology, one graduate student, elected at a student assembly, will form part of this committee. The committee's specific duties and responsibilities are described in Article 61 of the aforementioned regulations.

Student representatives' functions, duties, and rights

The Proposal for of the Master's Program and the Creation of the Doctoral Program in Psychology, as approved in 1985-86 through Certification 142 of the Higher Education Council, establishes the functions, duties, and rights of student representatives of the Department of Psychology. These are:

1. Represent graduate students of psychology before the professors and the Chair of the Department. The most important function and duty of a Student Representative is to

express the concerns of graduate students of psychology in order for both faculty and administrative organisms.

2. Serve as a link between faculty members and graduate students. In order for the Graduate Program in Psychology to be as successful as it tends to be, it is necessary that both professors and students to have direct participation in the discussion of matters concerning the program's functioning. Hence, it is the duty of student representatives to maintain the faculty informed of student interests and concerns.
3. Submit recommendations to the Department Chair, the Joint Committee or the specific committees that may contribute to the bettering of the teaching-learning process as well as the relationship between professors and students.

Reference(s)

General Student Regulations of the Río Piedras Campus. Certification No. 108 1997-98. Board of Trustees, University of Puerto Rico.

Standards for graduate programs of the Río Piedras Campus, certification no. 72, 1991-92, Academic Senate.

Student Rights and Responsibilities

The General Student Regulations of the University of Puerto Rico (revised version of Certification No. 018, 1997-98 of the Board of Trustees of the University of Puerto Rico) establishes the rights and responsibilities of students, the structures for their participation in the academic community, and regulates the cohabitation amongst each other and with professors and Chairs. Article 1 provides that *"The fundamental right of university students in the academic community is to educate themselves. This right is not limited to the classroom, but includes all possible relationships and experiences with their classmates, teachers, and Chairs in the university, and with people in the community in general. Likewise, their main responsibility consists of exercising this right to its fullest potential and behaving in a way which does not obstruct other members of the community from exercising their rights or fulfilling their responsibilities."* This regulation addresses the students': 1) rights and responsibilities in the sphere of the academic program; 2) rights and responsibilities pertaining to extracurricular activities within the facilities of the university; 3) rights and responsibilities that concern students' participation in diverse aspects of institutional life and supplementary institutional services; 4) rights and responsibilities that indicate the standards and inhibitions corresponding to academic life; and 5) rights and responsibilities that set the sanctions corresponding to their violation and imposition.

Presented below are the student rights and responsibilities in the context of the academic program. We urge students to examine the rights and responsibilities corresponding to the four remaining areas, as presented in the document described above.

1. The field of the the discipline being studied is central in the relationship between teacher and student. Maximum integrity and intellectual pureness should govern the insistence on

gaining proper knowledge. Professors will promote creative dialogue and the freedom of discussion and expression. Students will be given the opportunity to present reasoned objections to information or opinions expressed by professors. They will be given the opportunity to examine any aspect of the discipline in accordance with the standards of intellectual responsibility of academic labor. Neither one will use the classroom as a tribune for preaching political, sectarian, or religious doctrines or doctrines of a nature unrelated to subjects of teaching. The right to disagree with the professor's opinion does not free students from the responsibility of meeting the demands of the course of study. Students will be graded based on considerations relative to their academic performance measured in different ways possible.

2. The fiduciary nature of professor-student relationships should be respected by both parties involved and by the Chair(s). Opinions and beliefs expressed by students in the classroom are privileged and it is the student's right that the teachers do not inform third parties. This does not impede professors from expressing opinions of the character and ability of students or discussing their performance with colleagues as part of the academic program and formative experience of students.
3. The relationship between students and professors outside of the classroom is part of the educative process. Students have the right to meet with professors during determined hours in order to seek orientation and clarify aspects of students' academic labor.
4. Academic and disciplinary records will be kept in separate files. Any information relating to disciplinary records will not be available for use by unauthorized persons inside or outside of the university premises without the student consent, except in the case of legal sentencing. Evidence of students' political beliefs will not be considered for class sanctions.

Reference(s)

General Student Regulations. Certification No. 018, 1997-98 of the Board of Trustees of the University of Puerto Rico

Students with Special Needs

Once admitted into the Program, any student in need of reasonable accommodation for dealing with barriers that can limit their participation in the academic program and the university community, must inform the program as soon as possible. Thus, the program can make the corresponding arrangements before beginning the semester. According to the American Disabilities Act (ADA), reasonable accommodation refers to the modification or adjustment in the work scenario or environment (in our case, school), that will allow the person with an impediment who qualifies for a job (read, study), through technological assistance, execute the essential functions of said position.

The student must inform which type of accommodation s/he specifically needs, no later than the beginning of the academic period or, if necessary, during the academic orientation or any other administrative procedure. In addition, the student must contact the Office of Persons with Disabilities located in the first floor of the old Architecture Building [(787) 764-0000, ext. 86360. The Office of Person with Disabilities (O.A.P.I.) offers services that facilitate the integration of people with impediments into the university community.

Student extension

In some cases, students are not able to approve all the required courses of the degree to which they aspire within the established term. An extension may be granted and it is of exceptional character. The student may request an extension –which if given- will not exceed one year for both levels (masters and PhD), as long as the student presents evidence of academic progress in their studies and their research work. The procedure for requesting said extension is as follows:

1. Students requesting an extension must do so in written form to the Chair of the Department and/or the Coordinator of the Graduate Program.
2. In said communication, any student requesting an extension will indicate and justify the reasons for not being able to comply with the established timeframe for obtaining the degree. The student will also include a **detailed** work plan with the corresponding dates for each of the required activities for the conclusion of the thesis or dissertation work. The work plan must be evaluated and signed by the member of the Faculty mentoring the thesis or dissertation project.
3. Once the request is received, the Graduate Program coordinator will evaluate the student's transcript and, if esteemed pertinent, s/he will consult with Faculty from Area of Specialization. Based on this information, the Graduate Program Coordinator will make the recommendation to the Chair of the Department on how to respond the request.
4. If said determination is favorable, the Department will inform the Registrar's Office. If the determination is not favorable, the student will be suspended from the Program.
5. The student will receive written communication regarding the decision.
6. Any student that does not obtain the degree after the extension has been exhausted will have to apply for new admission into the program. It will be the graduate program's decision whether or not to admit the application for new admission.

Reference(s)

Standards for graduate programs of the University Campus of Río Piedras. Certification No. 38, 2012-13 Academic Senate.

Syllabi

Each professor is responsible for preparing, distributing and discussing with his or her students a course outline, which may vary as a result of the dialogue. The syllabus constitutes the official document in which the professor expresses the established objectives for the curriculum of the current program. University regulations require that course syllabi include the following information:

- A heading identifying the institutional unit, school or college, department, and program offering the course;
- Title, codification, number of hours/credits;
- Pre-requisites, co-requisites and other additional requisites;
- Course description;

- Course objectives;
- Outline of the content and distribution of time;
- Teaching strategies;
- Learning resources or minimal available or required installations;
- Strategies and criteria of evaluation which will include:
 - Number and type of exams or their equivalent (if applicable);
 - Number and type of short quizzes (if applicable);
 - Number and type of research projects, reports, monographs, etc. (if applicable);
 The list of evaluation criteria must be accompanied by the percentage distribution (or the relative importance) that each one will have for the students' final grades;
- Grading system;
- Bibliography

Certification No. 14 of the Academic Senate, as amended (1984-85), also establishes that the syllabi must contain information regarding the name, hours, days and location of the office and any other additional information that may facilitate the communication between student and professor.

Reference(s)

Certification No. 14 (amended) 1984-85. Report from the Student Affairs Committee. Academic Senate, Río Piedras Campus.

Certification 130 of the Board of Trustees of the University of Puerto Rico (1999-2000)

Terms for Completing Degree Requirements

Certification #38 of the Academic Senate of the Río Piedras Campus (2012-2013) establishes maximum term²² of four (4) years starting from the admission date (interpreted as 3 years + one year extension for exceptional cases) for those students aspiring to a master's degree. For students admitted after their bachelors, a maximum of 9 years, starting from the date of the student's admission in order for them to complete the degree. These periods apply to full-time and part-time students. The date of admission is defined as the beginning of the academic semester in which the student enrolled for the first time in the corresponding school or program.

Nevertheless, some students in the Program benefit when credits approved in other recognized graduate programs are accredited or substituted. In a similar manner, students whom, after a considerable period of inactivity are re-admitted into the Program and previously approved courses are acknowledged in said Program also benefit from this. This implies that for these students there has already been a certain level of academic progress, for which the same term that others who receive said benefit is not necessary.

To these effects, the Graduate Program of Psychology establishes (with effective date August 2006 and so on) that, when taking into consideration the possibilities mentioned in the previous paragraph, the maximum term for completing the requirements of the master's degree

²² It is convenient to clarify that the Certification does not establish that the term be six years, but that this be the maximum. In other words, it allows each Program that their term be less than this.

are as follows: (The following tables apply to students whose admission was realized under Certification 72 of graduate Studies).

Students that aspire to **MASTER’S** degree and are accredited (by means of crediting, substitution, or acknowledgement of courses previously approved in our Program):

Amount of Credits	Maximum Term for the Master’s
3 - 6 credits	Six years
7 - 12 credits	Five years and a half
13 - 18 ²³ credits	Five years
19-24 credits	Four years and a half
25-30 credits	Four years
31-36 credits	Three years and a half
37-44 credits	Three years

Similarly, the Graduate Program of Psychology establishes (with the effective date of August 2006 and so on) that, when taking into consideration the possibilities mentioned in the previous paragraph, the maximum terms to complete for the doctoral program are as follows:

Students aspiring to a **DOCTORAL** degree and have been accredited (by means of crediting, substitution or acknowledgement of credits previously approved in our Program):

Amount of Credits	Maximum Term for the PhD
3 – 6 credits	Eight years
7 – 12 credits	Seven years and a half
13 – 18 credits	Seven years
19 – 24 credits	Six years and a half
25-30 ²⁴ credits	Six years
31-36 credits	Five years and a half
37-47 credits	Five years
48-53 credits	Four years and a half
54-59 credits	Four years
60-65 credits	Three years and a half
66-71 credits	Three years
72-77 credits	Two years and a half
78-82 credits	Two years

On the other hand, according to the interpretation of the Office of the Dean of Graduate Studies and Research (DEGI), students in the Graduate Program of Psychology that have received a master’s degree and is recommended to continue onto the PhD, are considered “new to the program” (PhD). As a result, said interpretation concedes a new term to complete the missing requirements for the PhD.

The Graduate Program of Psychology establishes that (effective August 2006), when taking into consideration that the person aspiring to a doctoral degree has completed their master's degree in our Program, the maximum terms for complying with the requirements of the PhD are as follows (which vary in regards to the amount of credits that the person has approved when entering the doctoral "program"):

Students aspiring to a doctoral degree and, having completed their master's, have approved:

Amount of Doctoral Credits	Maximum term for the PhD²⁵
0 – 3 credits	Five years
6 - 9 credits	Four years and a half
12 - 15 credits	Four years
18 – 21credits	Three years and a half
24 – 27 credits	Three years
30 – 33 credits	Two years and a half
36 credits	Two years

Tuition Costs

The following table presents the projected costs for graduate studies for national and international applicants to the Clinical Psychology Program for up to the year 2017.

Description	Year (cohort cost)	
	2016-2017	2017-2018
Fulltime resident students	\$2,826	\$2,916
Fulltime non-resident students	\$7,166.00	\$7,451.00
Credit cost (2017)	\$157.00	\$162.00
University Maintenance and technology fees	\$144.00	\$144.00

University Center for Psychological Services and Research (CUSEP)

The University Center for Psychological Services and Research (CUSEP) is the unit of training, service and research for students belonging to the graduate Program of the Department of Psychology. The Center is located in the Rivera Building in 55 Ave Universidad. As a unit of the Department of Psychology of the College of Social Sciences it shares the philosophy and objectives established by the Graduate Program in Psychology. For more information about CUSEP, please contact extension 87680.

Vaccines

Any student whose work requires visits to health centers, hospital facilities, prison centers and others, must present evidence of having been inoculated against Hepatitis B before commencing their work. Students in the Clinical area also must present a health certificate.

²⁵ The corresponding term allowed begins to count the semester following the date in which the student defends their master's thesis.

Withdrawals

The procedure for withdrawing from an enrolled course (partial withdrawal) and for withdrawing from all classes (total withdrawal) are described in the Graduate Catalog published by the Office of the Dean of Graduate Studies and Investigation. Currently, the deadline for filing withdrawals is the day before the start of the final exam period of the semester. However, the academic Senate of the Río Piedras Campus is considering modifications on this matter. The student body must become aware of any new development. The student has the right to receive information about their academic progress before this date.