EXPERIMENTAL HEALTH PSYCHOLOGY
OPTION
Doctor of Philosophy (PhD) in Psychology

PROGRAM
HANDBOOK

DEPARTMENT OF PSYCHOLOGY
COLLEGE OF ARTS AND SCIENCES
1 August 2015

University of Missouri-Kansas City
5030 Cherry Street
EXPERIMENTAL HEALTH PSYCHOLOGY PROGRAM HANDBOOK

This handbook describes requirements and UMKC guidelines for the Experimental Health Psychology option in the doctoral program in Psychology.

You are responsible for knowing and complying with program and University policies, procedures, and deadlines.

From time to time, program and University policies change, so the information in this edition of the handbook may become temporarily outdated. The most up-to-date information can be found on UMKC web site.

Additional information is available using the following links:

UMKC General Graduate Academic Regulations

Requirements for the master’s degree

Requirements for the doctoral degree
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Organizational Structure

The organizational structure of the Experimental Health Psychology graduate program consists of a Program Director and Program Faculty, whose responsibilities are described below.

Program Director:

The Program Director (PD) is responsible for general oversight of all aspects of the program. The PD will schedule meetings of program faculty as needed, create the agenda, and run the meeting. The PD is also responsible for monitoring student progress through the program, including a variety of permissions and milestones as outlined in this Program Handbook. The PD maintains close communication with EHP program faculty, and keeps them apprised of relevant issues.

Program Faculty:

Program faculty members are responsible for student admissions, student mentoring, and student evaluation in the EHP program. They attend meetings of the EHP program faculty called by the Program Director and are consulted by the Program Director as issues arise.

Student Learning Outcomes

Students completing the Experimental Health Psychology Ph.D. Program will demonstrate:

1. Competence in the evaluation, conduct, and dissemination of research to support independent activity at the next level (e.g., post-doctoral research, academic research, applied research),

2. Ethical conduct and high professional standards in research, including sensitivity to issues of diversity,

3. Knowledge in the theoretical and scientific foundations of health psychology, and

4. Understanding the areas of scientific psychology relevant to health psychology.
Introduction

The mission of the Experimental Health Psychology option at UMKC is to enhance health outcomes, broadly defined, for individuals and communities. In service of this mission, we offer advanced training in the fundamental areas of experimental psychology, health psychology, and quantitative and methodological approaches for applied psychology. The program emphasizes the development of research skills and empirical investigation of real-world problems in the life and health sciences. Graduates are prepared for careers in academia, industry, and public and private health organizations.

Experimental Health Psychology at UMKC is a full-time program of graduate study. Didactic instruction is integrated with research from the beginning of students' training. Students are paired with a faculty mentor and become part of a lab where they learn how basic research is applied to practical problems and develop the knowledge and skills to carry out original research. These experiences are graded in complexity and designed to foster the development of cumulative knowledge and skill as the student progresses through the program.

General Requirements for the Experimental Health Psychology Program

The Experimental Health Psychology curriculum is designed to provide students with a common core of knowledge in the following areas:

- Scientific psychology;
- Research methods, techniques of data analysis, and psychological measurement;
- Empirical, methodological, and theoretical foundations of individual and community health psychology

Students complete a Master’s Thesis, pass Comprehensive Examinations prior to candidacy for the doctoral degree, and complete a dissertation leading to the Doctor of Philosophy (PhD) in Psychology degree.

Areas of study representing core faculty research include:

- Social cognition and health
- Health in diverse communities
- Adolescent development
- Neuropsychology and applied neuroscience
- Cognitive aging
- Psychophysiology in cognition and mental health
The Experimental Health Program Curriculum

This table represents the currently recommended sequencing of courses. It is subject to change based on course availability in a given semester. Students may be allowed to take additional classes or alter this sequencing, with prior approval of the faculty advisor.

<table>
<thead>
<tr>
<th>Sem-Year</th>
<th>Course Number and Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>FS-1</td>
<td>5516 Advanced Quantitative Analysis I</td>
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<td>FS-1</td>
<td>Psychology Core course</td>
<td>3</td>
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<tr>
<td>FS-1</td>
<td>5590 Directed Research</td>
<td>3</td>
</tr>
<tr>
<td>WS-1</td>
<td>5517 Advanced Quantitative Analysis II</td>
<td>3</td>
</tr>
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<td>WS-1</td>
<td>5601 Experimental Methods in Design</td>
<td>3</td>
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<tr>
<td>WS-1</td>
<td>5590 Directed Research</td>
<td>3</td>
</tr>
<tr>
<td>FS-2</td>
<td>5631 Theoretical Foundations of Health Psychology</td>
<td>3</td>
</tr>
<tr>
<td>FS-2</td>
<td>5538 Development &amp; Evaluation of Assessment Tools</td>
<td>3</td>
</tr>
<tr>
<td>FS-2</td>
<td>5599 Thesis</td>
<td>3</td>
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<tr>
<td>WS-2</td>
<td>5580 Structural Equation Modeling / Hierarchical Modeling</td>
<td>3</td>
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<tr>
<td>WS-2</td>
<td>Psychology Core course</td>
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<tr>
<td>WS-2</td>
<td>5599 Thesis</td>
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At completion of master's degree: 36 total credits
12 research credits

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<tr>
<th>Sem-Year</th>
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<tr>
<td>FS-3</td>
<td>Psychology Core course</td>
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<td>Elective</td>
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<td>FS-3</td>
<td>5696 Pre-Dissertation</td>
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<tr>
<td>WS-3</td>
<td>Psychology Core course</td>
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<td>WS-3</td>
<td>5696 Pre-Dissertation</td>
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<td>SUM-3</td>
<td>Comprehensive Exam to advance to candidacy</td>
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<td>FS-4</td>
<td>5699 Research and Dissertation</td>
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</tr>
<tr>
<td>WS-4</td>
<td>5699 Research and Dissertation</td>
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If students do not defend their dissertation by the end of the 4th year, they must enroll in 1 credit of Dissertation in each succeeding semester until it is completed.

Post-master's degree: 24 total credits
12 research credits

Program: 60 total credits
Psychology Core courses
Core courses may be selected from the list below:
(not all courses are taught each year so it is advantageous to plan carefully):

5521 Advanced Social
5507 Cognitive Psychology
5505 Motivation
5518 Advanced Biopsychology
5515 Advanced Systems and History of Psychology
5543 Adult Development and Aging

Electives are not limited to Psychology courses, but must be approved by a student’s mentor and the EHP Program Director

Minimum Competence in Coursework

All courses must be passed with a grade of B- or better. In cases where a lower grade is earned, the faculty will consider each situation individually and prescribe an appropriate, individually-tailored remediation strategy (e.g., re-taking the course, or other methods of developing strength in the competence area.)

In order to remain a student in good standing, an overall GPA of 3.00 must be maintained. Failure to do so will result in the student being placed on probation. While on probation, a student must maintain a minimum GPA of 3.0 each semester. Failure to do so will result in dismissal from the program. The student’s performance must justify removing the probation within a period of two consecutive semesters or he or she will be dismissed.

You should be aware that academic regulations for the School of Graduate Studies stipulate that “no course with a grade below C (2.0) in any 500 level course or above will count toward any advanced degree program.” A graduate course may be repeated one time to improve the grade and the grade received the second time replaces the first grade in the student’s graduate grade point average. This means that, in order for a course with a grade of C- or below to count towards your degree requirements, it must be repeated. At the time you register for the second time, you will need to submit a completed Course Repeat Form.
Course and Thesis Waivers

Unless a specific waiver is granted, students are required to complete all aspects of the curriculum as laid out in the handbook. Program requirements, courses, and research credits are waived at the discretion of the program faculty.

In certain circumstances, the faculty will consider requests for course waivers. Students should be aware that another course may be required to replace the course waived. In addition, students should weigh carefully the benefits and disadvantages of waiving courses. Please discuss with your advisor the decision to apply for a waiver prior to submitting a formal application.

If you do make the decision to apply for a course waiver, the following policy applies:

If a student believes he or she has completed a course equivalent to one that is required in our program, the student may request a waiver. The waiver needs to be supported by the full-time faculty member who is teaching the course. If a regular faculty member has not taught the course recently, the Program Director will review the materials or request review by another qualified professional. All waivers need the final approval of the Program Director.

The process for requesting faculty consideration of a course waiver is as follows:

1. Contact the Instructor of Record (i.e., the full-time faculty person currently teaching the course at UMKC) to discuss the possibility of a waiver and provide them with a copy of the Course Equivalency form. You should be prepared to provide documentation (e.g., textbook, syllabus, assignments, grade as shown on your transcript, etc.) to help the UMKC Instructor compare your previous course with the one offered at UMKC. You will be notified by the Program Director about the final decision.

2. If the UMKC Instructor of Record concludes that your previous course was not sufficiently comparable to support a waiver, you may either accept the conclusion of the Instructor or you may appeal to the Program Faculty through the Program Director. To appeal, notify the Program Director, who will assist you with the process.

3. If the UMKC Instructor of Record determines that your previous course was comparable to the one offered at UMKC and agrees to support your request, the Instructor will present your request to the Program Director for approval. If the request is granted final approval, you should discuss with your advisor an appropriate course to substitute.

Students who have already completed a Master’s thesis in psychology prior to entering the program may request a waiver of the M.A. thesis requirement. Thesis waiver forms must be submitted within the first 2 weeks of classes and must include a copy of the completed thesis. If a thesis is waived, you must still continuously enroll in research hours and complete a second year project (see below).
**Master’s Thesis**

**Selection of M.A. Supervisory Committee**

The faculty member who sponsors a student’s admission will serve as Chair of the student’s Supervisory Committee. In consultation with the Chair, and generally by the end of the first semester, the student selects two additional Psychology faculty members to serve on the Supervisory Committee. All three Committee members must be members of the UMKC doctoral faculty. In consultation with the advisor, students have the option to include a fourth doctoral faculty member from another relevant discipline outside of Psychology. The M.A. project will be developed in consultation with the Supervisory Committee.

A copy of the [form for establishing the M.A. Supervisory committee](#) must be filed with the Program Director prior to submitting the thesis proposal.

**Thesis Timeline**

In order to stay on track through the program, EHP students are expected to complete the thesis project by the end of the summer following the second year, and must be completed prior to taking the comprehensive examination. If a student is making inadequate progress through the program, the student may be declared ineligible for further study. Details are provided in the relevant section of the [General Graduate Academic Regulations](#).

**Thesis Program of Study**

In consultation with their mentors, the student plans a program of study in accordance with the program requirements described in this handbook. During the Fall Semester of the student’s second year in the program (before 60% of coursework is completed), a [Plan of Study form](#) must be filed with the Graduate School. The student fills out the form with the plan of study, and then submits the form to the Advisor. The Advisor secures required departmental approval and forwards the program of study to the graduate officer of the College.

**Thesis Proposal Defense**

There are no specific graduate school requirements regarding a defense of the master’s thesis proposal. Thus the format for the proposal defense is left to the discretion of the student’s primary advisor. Options include (but are not limited to) individual meetings between the student and committee members, having committee members read and provide written feedback to the student, and an in-person defense.
Ethical Conduct of Research Training and IRB approval

Before beginning any research, students must complete the relevant training in ethical conduct of research required by the UMKC IRB. Information is available on the website of the UMKC Office of Research Services. At the completion of training, certificates of successful completion should be printed and kept on file.

Prior to the collection of any data, all students must obtain approval for human subjects research from the University Institutional Review Board. The process for obtaining approval is found at the UMKC Office of Research Services web site.

Graduate Studies Formatting Review of the Thesis Document

When the student has a completed a thesis draft and is ready to go to defense, the draft thesis may be sent to the Graduate School for a formatting review. Prior to the published deadline for the term in which the student expects to graduate, they must submit a copy of the thesis and the Preliminary Approval of the Thesis by the Supervisory Committee Chair form to the Graduate School for review and any formatting corrections. Details regarding this approval process can be found in the General Graduate Academic regulations, in the section on Thesis and Dissertation Preparation and Approval Process.

Thesis Final Defense

When all members of the student’s advisory committee feel that the thesis work is complete and ready for final defense, the committee members notify the committee chair by completing a Master’s Pre-Oral Defense form and forwarding it to the committee chair. The committee chair and student then schedule a final defense of the thesis.

The defense of the thesis is approved when a majority of the supervisory committee members recommend approval and sign the Report of the Result of Final Master’s Thesis Examination and the committee approval page in the thesis.

Requirements for Final Acceptance of the Thesis by the Graduate School

After the thesis defense, a corrected final version of the thesis, along with the Master’s Thesis Final Evaluation form, should be submitted to the School of Graduate Studies. Details regarding this approval process can be found in the General Graduate Academic regulations, in the section on Thesis and Dissertation Preparation and Approval Process.
Second Year Project

If the requirement to complete a master’s thesis is waived, a second year project must be completed, following the same timeline as required for the master’s thesis. The project must include empirical work, and will typically provide the groundwork for the student’s dissertation. The process for evaluation and approval of the project is left to the discretion of the student’s primary advisor.

Comprehensive Examination

Philosophy and Goals

The comprehensive examination is administered after the completion of the Master’s project and appropriate core courses in the student’s plan of study. It serves as an examination of core competencies that a student must demonstrate prior to being advanced for doctoral candidacy.

The Examination

The examination will consist of two parts:

I. A literature review that demonstrates a comprehensive theoretical and methodological mastery of the student’s area of interest.

   The review should first identify an area of interest, and then provide an integrative analysis of theory and data that demonstrates an understanding of both conceptual and methodological issues in the field. Theoretical/conceptual issues focus on the state of our understanding (i.e., what do we know, what does it mean) in the area of interest; methodological issues focus on how constructs of interest are measured, including the pros and cons of different measurement approaches. Theoretical/conceptual and methodological issues may be considered in separate sections of the paper, or may be integrated throughout the manuscript.

   The paper is expected to be 35 - 50 double-spaced pages in length. It is expected that this paper will contribute to the conceptual and methodological development of the student’s dissertation proposal. If appropriate, submission of the manuscript for publication will be strongly encouraged.

II. Additional documentation of professional competency.

   Students may propose one of the two options listed below to satisfy the second comprehensive examination component.

   Option 1. Submitted manuscript. The preparation and submission of an empirical manuscript as first author may count for the second component of the comprehensive examination requirement. This manuscript is expected to reflect work done while in the EHP program, but cannot be identical to the manuscript prepared for part I of the comprehensive exam.
Option 2. Grant proposal. If a student has completed a NIH / NSF (or similar) grant or fellowship proposal, that work may also fulfill the requirements of the second component of the comprehensive examination. Although the proposal could have been developed for a variety of funders or mechanisms, the minimum requirement for the proposal is 6 pages for the research plan. The proposal must be developed while the student is in the EHP program.

The Process - FAQs

How does the comprehensive examination process get started?

To initiate the exam process, students will work with their mentor to develop a plan that meets the two requirements outlined above.

For the review paper written in fulfillment of Part 1, the student must discuss with the mentor a brief description of the review topic and a rationale for writing the review (contribution to be made). Once the topic and approach is approved by the mentor, the topic and negotiated deadline date are recorded on the Comprehensive Examination Plan form. If appropriate, the target journal for the review may be identified. In addition, students must identify a second reader for each paper from among the program faculty; the second reader agrees to provide an evaluation of the student’s review paper.

For the option completed for Part 2, the student must provide citation information about the manuscript or grant proposal on the plan, as well as a copy of the grant or manuscript abstract.

The plan may be approved any time following completion of the master’s thesis. To stay on track in the program, the plan must be approved by May 1st of the student’s sixth semester in the program.

After the plan has been approved by the student’s mentor and the second reader has been identified, the student must submit a completed Comprehensive Examination Plan form to the EHP PD.

How much time is allowed for completion of the comprehensive examination process?

The comprehensive examination process can be initiated any time following the successful completion of the master’s thesis, and must be completed by August 15th following the student’s third year of the program in order to stay on track with the expected timeline for program completion. Students are expected to have successfully completed all components of the comprehensive examination prior to the start of the 4th year of study. Any student not meeting this expectation will be automatically reviewed by the program faculty regarding progress and continuation in the program.

Exceptions to the timeline will be considered on a case-by-case basis.

What is the role of the mentor and second reader in the literature review (and revision, if needed)?

After the student and mentor have agreed on a literature review topic and general approach or outline for the review, the student is expected to work independently. Although discussions may take place between the student and mentor, the mentor will not provide specific guidance or contribute to the
written document. Specific feedback will be offered during the formal evaluation process once the paper is submitted for evaluation. If revision is required, the student must again work independently as described here.

Following final approval of the comprehensive exam, the student, mentor, and second reader may work together to prepare the manuscript to be submitted for publication (if appropriate), with shared authorship as appropriate.

**What format will evaluation take?**

For **Part 1** of the comprehensive examination, the student’s mentor and the second reader will provide feedback on the document, and an evaluation of *pass, conditional pass, or fail*. If the student receives a conditional pass or a fail, then the student may revise/rewrite the article according to examiner feedback and submit for a second evaluation. The comprehensive examination may only be attempted twice. If the student does not receive a passing evaluation on the second attempt, then they may not continue in the doctoral program.

For **Part 2** of the comprehensive examination, the student must document fulfillment of the required activities by providing the relevant information on the signed *Comprehensive Examination Plan* form.

**What happens after successful completion?**

Upon successful completion of required coursework in the program and successful passing of the comprehensive examination, students will be admitted to doctoral candidacy.

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**PhD Residency Requirement**

The doctoral residence requirement stipulates that students complete a minimum number of credit hours in a given time frame.

This requirement can be met in the EHP curriculum in either of the following ways:

- the student satisfactorily completes at least 21 credits, exclusive of dissertation research, in no more than 18 months. [this requirement is satisfied in Fall1, Winter1, and Fall2 in the standard EHP curriculum]
- the student satisfactorily completes three consecutive semesters of 8 credits each completed within 18 months and following 24 credits of graduate study. [this requirement is satisfied in Winter2, Fall3, and Winter3 in the standard EHP curriculum]

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**Doctoral Status and Dissertation**

Once the comprehensive exam is successfully completed, the student is advance to doctoral status and begins work on the doctoral dissertation.
Forming a Doctoral Committee

A doctoral committee supervises each student’s dissertation research. The student’s major advisor typically will serve as the chairperson of the dissertation committee. This person must be a member of the program faculty. A doctoral committee must have a minimum of five members, at least three of whom are Psychology Program faculty members. The chair must be a member of the doctoral faculty and 2 others must be doctoral or graduate faculty. With the consent of the Committee Chair and the Program Director, it is permissible for the fourth and fifth members to be full-time faculty persons in another discipline or department or an outside individual (e.g., adjunct faculty, non-faculty) judged by the program and the Graduate School to have suitable credentials.

Program of Study

In consultation with their mentors, the student plans a program of study in accordance with the program requirements described in this handbook. During the Fall Semester of the student’s third year in the program, a Program of Study form must be filed with the Graduate School. The student fills out the form with the plan of study, and then submits the form to the Advisor. The Advisor secures required departmental approval and forwards the program of study to the graduate officer of the College.

Dissertation Proposal Defense

Once a student has become a Candidate for the Ph.D. degree, he or she may develop and seek approval for a research proposal for the doctoral dissertation. The dissertation must give evidence of the candidate's ability to do independent work and to make a contribution in the field of psychology. Identification of an appropriate topic is, once again, negotiated between the student and committee Chair.

Once an appropriate topic has been selected, students prepare a written document describing the rationale and methods for the proposed dissertation project. This proposal document is circulated to the dissertation committee in advance of an oral defense of the proposed work. At the oral defense, the student makes a presentation describing the proposed work, and fields questions from the committee. Once the committee approves the project, the student may begin the dissertation research project.

Ethical Conduct of Research Training and IRB approval

Candidates cannot begin the research until the proposal has been formally defended (i.e., approved by the committee) and approved by the University IRB. The process for IRB approval is described on the UMKC Office of Research Services web site.

Requirements for Final Acceptance of the Thesis by the Graduate School

The office of Graduate Studies has a set of guidelines that must be followed when writing the dissertation. Be aware that this Guide is revised periodically, so it is best to check the website in advance of preparing the dissertation document.
The School of Graduate Studies provides formatting workshops at the beginning of each fall and winter semesters. In addition, degree candidates may schedule individual conferences with the school’s Dissertation Formatting Assistant during the first four weeks of the fall or winter semester and the first two weeks of the summer term to make sure they have interpreted the formatting guidelines correctly and to seek guidance on any specialized formatting issues. Candidates should call the School of Graduate Studies office for the time and place of workshops or to schedule a formatting conference.

When the student has a completed dissertation draft and is ready to go to defense, the draft thesis may be sent to the Graduate School for a formatting review. Prior to the published deadline for the term in which the student expects to graduate, they must submit a copy of the dissertation and the Dissertation Preliminary Approval of Dissertation Checklist signed by the student’s primary advisor to the Graduate School for review and any formatting corrections. Details regarding this approval process can be found in the General Graduate Academic Regulations.

**Final Dissertation Defense**

When the student has a completed dissertation draft, it is circulated to the advisory committee for a preliminary review. When all members of the student’s advisory committee feel that the dissertation work is complete and ready for final defense, they notify the committee chair by completing a Final Dissertation Evaluation form (Reader’s Form) and forwarding it to the committee chair. The committee chair and student then schedule a final defense of the dissertation.

The final defense will consist of a public colloquium including a presentation with visual aids and a follow-up question and answer period. The colloquium will be open to any interested students and faculty. Students should schedule the final defense in consultation with advisors and committee members. Once the dissertation committee approves a date and time, it is the student’s responsibility to provide this information, along with the title of the dissertation, to the Psychology Department Secretary for posting and distribution two weeks prior to the date. The dissertation is officially approved by the committee when the Chair and all members sign the Report of the Result of Final Examination and the committee approval page in the thesis.

**Requirements for Final Acceptance of the Dissertation by the Graduate School**

After the dissertation defense, a corrected final version of the dissertation, along with the Doctoral Dissertation Final Evaluation Form should be submitted to the School of Graduate Studies. The graduate dean will review the document for certification of acceptance, and the student will be notified of the outcome of that review. Details regarding this approval process can be found in the General Graduate Academic regulations, in the section on Thesis and Dissertation Preparation and Approval Process.
Student Evaluation

Once students have been admitted to the Ph.D. degree program, it is important that they acquire relevant skills and make progress through the program at a reasonable pace. It is equally important for students to receive periodic feedback about their performance and progress. Therefore, at the end of every semester students are evaluated with respect to their research progress and academic performance, and annually, students' overall program performance is reviewed.

The Annual Evaluation and "Portfolio of Accomplishments"

Each year, at the beginning of the fall semester, the Program faculty meets for purpose of reviewing the overall performance of all students enrolled in the program. The Annual Evaluation is based on data provided by the student and faculty. Students provide information in the form of the Portfolio of Accomplishments. Faculty mentors present information from the annual review and from other contact with students (e.g., as course instructor, GTA supervisor, etc).

The program's annual evaluation procedure is as follows:

1. The annual Portfolio of Accomplishments is due to the Program Director by June 15th each year. Prior to that time, the student must draft a copy of Portfolio and submit it to their faculty advisor. The student then schedules a meeting with the faculty advisor, allowing enough time to meet, discuss, and revise the Portfolio as needed before the June 15th deadline.
2. Once the student and advisor have reviewed the Portfolio together, both sign a final copy and submit it to the Program Director, again by the June 15th deadline.
3. The Program Director reviews the Portfolio and sends student a letter summarizing the evaluation.
4. If necessary, the advisor and/or Program Director will meet with the student to provide feedback and the student is offered opportunity to respond within thirty days.

Other Student Assessment

All students are expected to adhere to the UMKC student standard of conduct.

To protect student interests as well as the rights of faculty to uphold the academic and professional standards of the program, the Program retains the right to review any student at any point during the student’s matriculation though the program. Such a review may result in the student not being permitted to continue in the program. The following are examples of behaviors that are the basis for immediate evaluation of student progress:

1. Failure to maintain academic standards (e.g., grade of B- or better in all core courses).
2. Academic dishonesty (e.g., cheating, plagiarism).
3. Unethical or unprofessional behavior
4. Behaviors that obstruct the training process and/or threaten the welfare of the student or others (e.g., active substance abuse).
5. Failure to comply with established University or Program timetables and requirements (e.g., failure to meet time limits for completion of degree program).
6. Consideration may be given to other circumstances as they arise.

The following steps may be taken as part of the academic review process separate from the yearly evaluation procedure.

1. If a concern about student behavior develops within the context of a course, the course instructor document concerns. The instructor meets with the student to outline deficiencies and establish a remedial course of action (if appropriate).
2. When the instructor has made a reasonable determination with adequate documentation that a pattern and severity of problem exists to warrant additional action beyond that already taken, the instructor will communicate the concerns, actions taken and their outcomes to the Program Director for possible action.
3. The student will be informed in writing by the Program Director of: (a) any decision that may affect the student’s status within a degree program, and (b) the opportunity to address the faculty in person or in writing to appeal the decision.
4. The student will be informed in writing by Program Director of the response to the appeal. The student will be advised of the opportunity to seek further resolution of the concern with the Psychology Department Grievance Committee or Psychology Department Chair.

For reasons other than those stated above, it may be decided at the annual review of the Ph.D. students that a student is not making satisfactory progress through the stages of the program. Such a decision requires a majority vote of the faculty. In such cases, the student will be notified of the unsatisfactory evaluation and be requested to submit within 30 days a petition for a plan of remediation to the Chair of the student’s Supervisory Committee. The Chair will forward the petition to the faculty with recommendation as to disposition. Acceptance of the petition requires a simple majority vote of the faculty. Failure to petition or to receive an affirmative vote will result in the student being placed on inactive status and subject to the provisions of such status.

| Program Time Constraints |

The [Graduate School requirements](#) state that “The doctoral student must take and pass the doctoral comprehensive examination and advance to candidacy within five years from the beginning of doctoral coursework (within four years if entering with a master's degree in the same or closely related field). After the establishment of degree candidacy, a maximum of five years will be allowed for completion of degree requirements. Failure to complete the work within the periods specified will necessitate re-evaluation of the entire program and may result in a notice of termination. In compelling circumstances and on the written recommendation of a majority of the student's supervisory committee members, the dean of the School of Graduate Studies may grant a one-year extension. Some academic units may impose more stringent time requirements.”

EHP students are expected to complete the comprehensive examination just before the start of the fourth year in the program. Exceptions to this timeline will be considered on a case by case basis, but cannot exceed the time constraints outlined by the Graduate School.
Policies and Resources

The faculty of the Psychology Program wishes to ensure that students are treated fairly and with respect. Several procedures are in place that students can follow if they have concerns. First, students may find it helpful to confer with their advisor or the Program Director. The advisor may also refer the question to the Program Director. At the student’s request, the advisor or the Program Director will present your concern to the program faculty for consideration. If the student is not satisfied with the response of the program faculty, they may choose to present their concerns to the Department Chair. If the student is still dissatisfied, they may refer the matter to the Arts and Sciences Dean’s Office.

All graduate students are expected to follow the American Psychological Association’s code of conduct.

Students also should be aware that when they serve as staff (e.g., in the capacity of teaching assistants or course instructors), the University policies relevant to staff apply (e.g., FERPA training, confidentiality requirements).

**Academic Honesty:** The Board of Curators of the University of Missouri recognizes that academic honesty is essential for the intellectual life of the University. Faculty members have a special obligation to expect high standards of academic honesty in all student work. Students have a special obligation to adhere to such standards. Academic dishonesty, including cheating, plagiarism or sabotage, is adjudicated through the University of Missouri Student Conduct Code and Rules of Procedures in Student Conduct Matters.

**Campus Safety:** Inclement weather, mass notification, and emergency response guide is available online.

**Counseling and Health Services Available at UMKC:** UMKC students may experience many challenges in their lives while attending college – stress, depression, suicidality, trauma, relationship issues, health concerns, etc. The UMKC Counseling Center, located at 4825 Troost in Room 206, offers a wide range of supportive services to students. Appointments can be made by calling 816.235.1635.

UMKC Student Health and Wellness, located at 4825 Troost in Room 115, offers a full range of health care and promotion services. Appointments can be scheduled online or by calling 816.235.6133. The MindBody Connection is located in the Atterbury Student Success Center in Room 112 and offers a variety of stress-reduction services.

**Disability Support Services:** To obtain disability related accommodations and/or auxiliary aids, students with disabilities must contact the Office of Services for Students with Disabilities (OSSD) as soon as possible. To contact OSSD, call (816) 235-5696. Once verified, OSSD will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided.

**Discrimination Grievance Procedures for Students:** The University of Missouri Collected Rules and regulations specify Discrimination Grievance Procedures for Students.
**Statement of Human Rights:** The Board of Curators and UMKC are committed to the policy of equal opportunity, regardless of race, color, religion, sex, sexual orientation, national origin, age, disability and status as a Vietnam era veteran. Commitment to the policy is overseen by the Division of Diversity, Access & Equity, but it is the responsibility of the entire university community to provide equal opportunity through relevant practices, initiatives and programs.

**Title IX:** Under the University of Missouri’s Title IX policy, discrimination, violence and harassment based on sex, gender, and gender identity are subject to the same kinds of accountability and support applied to offenses based on other protected characteristics such as race, color, ethnic or national origin, sexual orientation, religion, age, ancestry, disability, military status, and veteran status. If you or someone you know has been harassed or assaulted, you can find the appropriate resources by visiting UMKC’s Title IX Office webpage. Additionally, you can file a complaint using UMKC’s online discrimination complaint form.

While most UMKC employees are required to report any known or suspected violation of Title IX, students may seek confidential guidance from the following campus locations:

<table>
<thead>
<tr>
<th>UMKC Counseling Service</th>
<th>UMKC Counseling Service</th>
<th>Student Health and Wellness</th>
</tr>
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<tbody>
<tr>
<td><strong>Volker Campus</strong></td>
<td><strong>Health Sciences Campus</strong></td>
<td><strong>4825 Troost Ave., Suite 115</strong></td>
</tr>
<tr>
<td>4825 Troost Ave, Suite 206</td>
<td>Health Sciences Building 1418</td>
<td>Kansas City, MO 64110</td>
</tr>
<tr>
<td>Kansas City, MO 64110</td>
<td>2464 Charlotte</td>
<td>Phone - (816) 235-6133</td>
</tr>
<tr>
<td>Phone – (816) 235-1635</td>
<td>Kansas City, MO 64108</td>
<td>(open Tuesdays, 1-5pm)</td>
</tr>
</tbody>
</table>
In addition to the web sites provided above, the UMKC web site includes a variety of sources of useful information. Following is a list of some of these:

Rules of Procedures in Student Conduct Matters

Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, Intersex and Ally Resource Center

Multicultural Student Affairs Office

International Student Affairs Office

UMKC Women’s Center

Financial Aid

Additional student policies

Electronic Communication

**UMKC E-mail**

The [UMKC E-mail Policy](#) states:

Each student, upon being admitted, is issued an UMKC e-mail account with an address on the umkc.edu domain. This is the account used for University business and official University communications to students via e-mail. Students are expected to regularly check their UMKC account for University communications and are responsible for communications sent to this account. Students may use their UMKC e-mail account at their discretion for personal use as long as the usage is in compliance with the University’s Acceptable Use Policy (110.005).