



School of Psychology, Family and Community

Department of Industrial/Organizational Psychology

Doctor of Philosophy (Ph.D.) Program

2007-2008

Doctoral Student Handbook

DOCTORAL STUDENT HANDBOOK

INTRODUCTION & PREFACE

As a leading Christian university strategically located in the world-class city of Seattle, Seattle Pacific University (SPU) seeks to engage the culture and change the world. Clearly evangelical, genuinely ecumenical and informed by our Wesleyan heritage, we ground everything we do on the transforming gospel of Jesus Christ. We seek to fulfill our purpose by graduating people of competence and character, becoming people of wisdom and modeling grace-filled community.

SPU offers one of the Northwest's only graduate programs with a foundation in industrial-organizational psychology, and it is the only Christian university to offer a graduate degree with a foundation in this field. Both the master's program and doctoral program are designed in accordance with guidelines published by the Society for Industrial and Organizational Psychology (SIOP) for graduate programs in I-O Psychology.

The Industrial/Organizational Psychology (IO) program is part of the School of Psychology, Family, and Community (SPFC) of SPU. Other departments of SPFC are the Department of Psychology (Undergraduate), the Department of Marriage and Family Therapy (MFT) and the Department of Graduate Psychology (DGP).

This Handbook is provided for students enrolled in the Ph.D. program specializing in Industrial/Organizational Psychology. It is intended to serve as a primary source of information to assist you in successfully planning your doctoral course work and meeting all requirements leading to the completion of your degree. Please consult the Handbook whenever you have questions about specific degree requirements or need information about academic procedures. ***It is an adjunct to, not a replacement for, regular contact with your Faculty Advisor.***

Campus publications such as the annual Time Schedule and the *University Graduate Catalog* (available via the SPU web site) are important supplements to the general information included in this Handbook. The *Banner Information System*, a proprietary internal SPU website, contains the most current information on Industrial/Organizational Psychology course offerings. In addition, the *Department of Industrial/Organizational Psychology Blackboard website* contains other department information, syllabi, and important departmental forms. If you find that you are unable to locate the information you need, please check the Blackboard site. If you still have questions, check in with your advisor or consult with the Industrial/Organizational Psychology Program Coordinator, for further clarification.

This current version of the Graduate Student Handbook and its associated *Dissertation and Research Guidelines* is available to students on the Blackboard website.

All students are responsible to know and adhere to all applicable policies and procedures herein.

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THE INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY Ph.D. PROGRAM

The Industrial/Organizational Psychology Ph.D. program at SPU provides quality doctoral level education and training, in a distinctly Christian context. This preparation is offered through academic coursework, collaborative research with peers and Faculty, dissertation and supervised placements that lead to a Doctor of Philosophy (Ph.D.) degree. The program is a four-year, 168 quarter credit, full-time residential program.

The doctoral program in Industrial/Organizational Psychology is focused on the development of the whole student as a scholar, professional practitioner, and leader. Graduates will be able to function competently as researchers, consultants, academics and organizational leaders. Through program curriculum, research, and practicum experiences, students gain the competencies that will help them succeed in a variety of organizational and academic settings. As practitioners, students gain the knowledge and skills necessary to lead organizations, manage change, apply scientific methodologies, improve organizational systems, motivate and build teams, and develop leaders. As scholars, students are involved in directed research teams where they develop the tools, theoretical knowledge, and analytical skills necessary to choose a research direction and launch their academic careers. Strong emphasis is placed on the science of organizations and the development of a solid foundation in statistics and research methodology. However, an equally strong emphasis is placed on the development of competencies related to the practice of organizational psychology in applied settings.

The doctoral program also emphasizes the development of each student's sense of vocation. While competence in organizational theory and application is key to a graduate's success, students are also encouraged to develop a clearly articulated picture of who they are and how that provides a context for their development as professionals.

The doctoral program is built on a Biblically-based Christian faith perspective, consistent with the Christian mission statement of Seattle Pacific University. This perspective provides the foundation upon which the Organizational Psychology program's approach to learning, faculty hiring, and curriculum is built.

UNIVERSITY POLICIES AND PROCEDURES

Introduction

The Industrial/Organizational Psychology Ph.D. Program within the School of Psychology, Family and Community at SPU adheres to policies and procedures that are consistent with 1) the approved CRSPPP (Committee on the Recognition of Specialties and Proficiencies in Professional Psychology) petition for the recognition of Industrial and Organizational Psychology as a specialty in professional psychology, 2) guidelines promulgated by the Council of Graduate Schools in the United States, and the American Association of University Professors, 3) SPU graduate catalogue¹ and 4) all applicable state and federal laws. These guidelines are applicable to policies and procedures regarding academic admissions, degree requirements, appropriate administrative support, financial aid, student advising/mentoring, student performance evaluations and feedback, retention and termination decisions, grievance procedures and due process guidelines for students and Faculty.

Harassment

All schools and departments within SPU forbid sexual and other harassments of anyone associated with the program. Please refer to Standards 3.02 and 3.03 of the 2002 APA's Ethical Principles of Psychologists and Code of Conduct.

Statement of Non-Discrimination

It is the policy of SPU not to discriminate on the basis of race, color, national origin, sex, age or disability in admission and access to, or treatment or employment in, its programs or activities, as required by section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act, as amended (to the extent applicable to the University), Title IX of the Educational Amendments of 1972, as amended, Title IV of the Civil Rights Act of 1964, as amended, and the Age Discrimination Act, as amended, and their implementing regulations.

As a religious educational institution operating under the auspices of the Free Methodist Church of North America, SPU is permitted to, and reserves the right to, prefer employees or prospective employees on the basis of religion.

Students with Disabilities

Students with disabilities may qualify for various academic accommodations. To check the details or to request specific accommodations, please contact Disabled Student Services in the SPU Center for Learning. After your eligibility has been determined, Disabled Student Services will send letters to all your instructors indicating the appropriate accommodations for the classroom based on your disability. Additionally, if special circumstances that are not disability related arise during the course of the quarter, students are invited to make any other special needs or requests known to the instructor and reasonable efforts will be made to address needs, questions or concerns.

¹ Please note that in some cases where they differ (such as passing course grades), OP policies supercede University graduate policies.

Emergency Plan Information

The "Stop, Think and Act" guide to SPU emergency procedures is permanently affixed to the podium in each classroom. In case of Emergency (earthquake, fire, medical, etc.) please follow Faculty member instructions. Each class period, students will identify a classmate as a buddy in the event of an emergency. If evacuation of the classroom is necessary, the buddy system will help Faculty account for students. In the case of an evacuation, wait for further instructions from the class instructor or from University emergency personnel.

PROGRAM ENTRY REQUIREMENTS

Bachelor's Degree

All students must hold a bachelor's degree from a regionally accredited college or university. An undergraduate major in psychology is preferred. A minimum of three (3) courses in psychology and one business or social science statistics course are required for entry. Verification of the attainment of the bachelor's degree must be received before full admission to the program.

Graduate Record Examination

In addition to a bachelors or Masters Degree in Psychology, students are required to submit scores from the Graduate Record Examination. The doctoral program expects a combined GRE score of 1100. Scores must be less than five years old to be considered for application to the program.

Other Material

Students will also submit letters of recommendation and a personal statement. Please see the Industrial/Organizational Psychology Brochure or website at <http://www.spu.edu/depts/spfc/orgpsych/> for more information on program admission.

Graduate Credit Waivers

Students who have completed graduate work in psychology or related disciplines may petition to waive up to 12 quarter credits of classes that are equivalent to classes offered in the first three years of the program. In order to be considered for waiver, they must have taken the courses within five years of admission and obtained grades of B- or better.² Students must submit a petition³, that includes a detailed reasoning of why each course is equivalent to the subsequent Seattle Pacific University courses. The petition must also include a syllabus from each course. The completed petition is then submitted to the I/OP chair who will work with the appropriate IO Faculty to evaluate the petition. Such petitions should be submitted as soon after admission as is possible and no later than the students' second quarter of study. The department will not approve course waivers after students' second quarter. Students may not petition out of ORG 7001, ORG 7101, and ORG 7300 as these courses provide the foundation for doctoral training in the IO program at SPU.

Students who have completed a master's degree in a related field, such as business administration or psychology, may petition to wave up to 30 quarter credits that are equivalent to courses offered through the program. Only 20 of these 30 credits may be applied to the program elective requirement.

Students who have been granted the M.A. in Industrial/Organizational Psychology at Seattle Pacific University and wish to pursue their Ph.D. must apply to the industrial/organizational

² Students who wish to waive CPY7020 Introduction to Statistics must contact the instructor to pass an equivalency exam.

³ Students who have not enrolled in their first quarter can contact the Program Coordinator for the petition form. Enrolled students can find the form on Blackboard.

psychology doctoral program. If admitted, up to 54 credits of their master's level courses may be transferred.

At the time a graduate credit waiver is approved, students will receive credit for the equivalent course offered through the IO program. For example, if a student successfully waives ORG 7000 History and Systems, the student will not be required to take ORG 7000 and will receive four credits towards his/her degree.

Participation in On-Campus Program

The doctoral program at SPU is a full-time program housed on campus at SPU. It includes required research and training outside of scheduled coursework. Students are not accepted into the program on a part-time basis. Given the full-time nature of the program, students are discouraged from undertaking employment while enrolled in the program and Faculty expect that students will be available to participate in research activities outside of scheduled classes.

Application Requirements for Students who graduated with a MA in IO from SPU

Students will have to resubmit an application along with a personal statement. Letters of recommendation and transcripts will not have to be resubmitted.

Delayed Entry

The Industrial/Organizational Psychology program does not grant delayed entry for admission. Students are accepted as members of a specific cohort. Students who wish to delay program entry will need to reapply for admission.

Reapplication to Program

Students who leave the program in good standing may reapply for admission to the program. Students who reapply to the program need to complete a new program application⁴ and will be assessed for admission with other current applicants so that past admission will not guarantee readmission.

Denied Entry

If students are denied entry to the program, faculty and the program coordinator will respond via email with the following statement or a similar statement:

I received your phone call regarding your application to our Ph.D. program in Industrial/Organizational Psychology at Seattle Pacific University. As you may know, the process of looking at all of the applications to our program is exciting and challenging as we look at all applicant files. While I cannot give you the details of our selection process due to our responsibility to maintain the integrity and privacy of student files as we compare all applicants, I can tell you that we consider all pieces of your file very seriously. This includes the GRE scores, grade point average, research experience, personal statements, reference letters, and experience base. Once again, we had a very competitive applicant pool. If you would like feedback on how to strengthen your application to doctoral programs, I suggest you speak with former professors or research advisors that know you and know the nature of the Ph.D. selection process.

⁴ Students who reapply for admission need to submit GRE scores that are not more than five years old.

Thanks for your application and I wish you the best in your Ph.D. program application and selection process

Community Expectations

As a Christian College, historically Wesleyan and under the auspices of the Free Methodist Church, SPU requires its applicants to acknowledge the religious character of SPU and agree to respect and abide by community expectations regarding conduct while on campus. The following is the text of the community agreement that all SPU graduate students sign.

Seattle Pacific is an academic, social and religious community with expectations that serve as guidelines for membership in the community. These expectations include a standard of personal health, moral integrity, social consciousness and effective Christian witness. In order to encourage individual behavior guided by these standards, all graduate students are required to abstain from alcohol, drugs and tobacco, and illegal, immoral or disruptive activities while on campus or while involved in University related activities.

PROGRAM REQUIREMENTS & SEQUENCE OF STUDY

Program Requirements

Program Requirements

The doctoral program is full-time and functions on a four-quarter system that stretches over eleven months^[1]. It is a four-year curriculum comprising experiences that are sequential, cumulative, graded in complexity, and designed to prepare students as competent practitioners and scientists who can succeed in both academic and organizational settings.

During their last 4 quarters, students participate in a field placement. Field placements are coordinated by a Director of Applied Learning & Development. Students also complete a scholarly, empirical-based dissertation during Year 3 and 4. In addition to coursework, the 168 hours include 16 credits of placement and 32 credits of dissertation. Please see the *Research and Dissertation Guidelines*, which are addendums to this handbook, for further information on program requirements pertaining to research expectations and dissertation requirements.

Requirements (in order of successful completion)

Coursework Completed

MA Completed

Comprehensive Exam

Proposal Defense

(Advancement to Candidacy)

Internship Placement

Dissertation Defense

Graduation

See course sequence below for more detail.

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Program Completion

The doctoral program is designed to be completed in four years but no more than seven years. Courses should be taken in recommended sequence with particular attention to prerequisites of sequential subjects. All students must complete the doctoral degree within seven years from their first matriculation. Students may petition the department to extend their program for one year only in the case of extraordinary circumstances. Failure to complete the program by Year 7 may lead to dismissal.

Research Vertical Team Participation

In addition to coursework, students participate in Faculty-led research teams. These teams are composed of students in all years of their program; subsequently we call them Research Vertical Teams or RVTs. Students will be assigned an RVT, beginning in their second year of residence. Students may change RVTs after their second year, but we ask that they commit to an RVT during their third year. See the *Research and Dissertation Guidelines* for more details on RVT participation. Participation on a research team in the first year of the program is recommended but not required.

Portfolio

During the summer following their second year, doctoral students will develop a preliminary draft of their Portfolio as part of ORG 7002. The final Portfolios will be presented and submitted as part of ORG 7120. The intent of the portfolio process is to provide students with an opportunity to make a formal statement of their professional direction and to ensure that their program experience is tailored to that direction. It should include, but may not be limited to, the following:

Resume

1-page personal statement

1-page professional statement

Coursework reflection and projection

Research Trajectory

Research tool(s)

Practicum/teaching experience

Fulfilled course objectives

Comprehensive Examination

The program requires that all students pass a comprehensive exam prior to working on their dissertation and before advancement to candidacy. The examination will require students to demonstrate a comprehensive understanding of the breadth and depth of the field.

Students must have successfully completed their master's degree, portfolio and core coursework before entrance to the exam. The comprehensive exam will be offered once in January and once in June. Students who fail the comprehensive examination twice are at risk for dismissal from the program.

The comprehensive examination will include three separate questions addressing three content areas (Research, Theory, Application?). The exam takes place over two days with the following testing sessions:

Day 1: 9am to 11am (Question 1)

Day 1: 1pm to 3pm (Question 2)

Day 2: 9am to 11am (Question 3)

Students will be responsible for studying all materials from their coursework in the program. General study guides will be provided, but students are expected to have mastered all major program content areas. Each question will be grading using the criteria below. Passing the comprehensive exam requires mastery at all three levels.

1. Define terms: outline models, identify the theoretically-based process, and develop complexity within the model.
2. Integration: integrate the theory or theories
3. Application and Extension: Identify the complexity in the response. This is the "why" and "therefore." If the model this, what does that mean for research and practice? No two answers will look the same at this level.

Master's of Arts Degree

Students are awarded a Master of Arts Degree after successfully completing the two years of the program, typically by the end of spring quarter in Year 2. This degree recognizes that students have met a major milestone in their doctoral training in mastering the foundations of psychological science. This MA degree is only offered [en route] to the Ph.D., not as a separate terminal masters program.

Doctoral Candidacy

Students who have earned the Master of Arts degree (in our Industrial/Organizational Psychology Ph.D. program) and who have successfully passed their comprehensive exam and have successfully defended their dissertation proposal will advance to Doctoral Candidacy. This advanced standing is an indication that students have demonstrated the skills we deem necessary to conduct independent research and to engage in advanced placement settings. Candidacy must be achieved before students defend their final dissertations.

Doctor of Philosophy Degree

Students are awarded the Doctor of Philosophy degree after the successful completion of coursework, comprehensive exam, placement (including placement evaluations), successful defense of their dissertation and any other administrative requirements such as clear account balance.

COURSE SEQUENCE

FIRST YEAR

Autumn 1

CPY 7200 Personality Theory & Research (5)
ORG 7100 Organizational Behavior
**** Elective (3-5)

Winter 1

ORG 7001 FMP: Vocation, Ethics, & Integrity (4)
ORG 7300 Leadership & Team Development (4)
**** One approved elective (3-5)

Spring 1

ORG 7230 Learning Systems & On the Job Development (4)
ORG 7101 Org Development & Consultation (4)
ORG 7201 Org Diversity & Globalization

Summer 1

ORG 7240 Social Psychology (4)
ORG 7000 History & Systems (4)
CPY 7020 Statistical Methods (5)

SECOND YEAR

Autumn 2

CPY 7031 Research Methods & Stats I (5)
ORG 7110 Org Development & Consultation II (4)
ORG 7995 Research & Dissertation (RVT) 2

Winter 2

CPY 7032 Research Methods & Stats II (5)
ORG 6110 Organizational Development and Consultation II (4)
ORG 7995 Research and Dissertation (RVT) (2)

Spring 2

CPY 7033 Research Methods & Stats III (5)
ORG 7995 Research and Dissertation (RVT) (2)
**** Elective (3-5)
**** Elective (3-5)

Summer 2

ORG 7034 Qualitative Research Methods (4)
ORG 7002 FMP: Work, Meaning, and Sabbath Culture (4)
ORG 7995 Research and Dissertation (RVT) 2

THIRD YEAR

Autumn 3

CPY 7010 Psychometrics (5)
ORG 7200 Theoretical Perspectives on Organizations (4)
ORG 7995 Research and Dissertation (RVT) (2)

Winter 3

ORG 7010 Selection & Performance Management (4)
ORG 7210 Program & Org Evaluation
ORG 7995 Research and Dissertation (RVT) (2)
**** Elective (3-5)

Spring 3

ORG 7120 Practice of Organizational Psychology
(Final portfolio submitted in ORG 7120)
ORG 7995 Research and Dissertation (RVT) (4)
**** Elective (3-5)

Summer 3

ORG 7940 Placement (4)
ORG 7995 Research and Dissertation (4)
**** Elective (3-5)

FOURTH YEAR**Autumn 4**

ORG 7995 Research and Dissertation (4)
ORG 7940 Placement (4)
**** Elective (3-5)

Winter 4

ORG 7940 Placement (4)
ORG 7995 Research and Dissertation (4)

Spring 4

ORG 7940 Placement (4)
ORG 7995 Research and Dissertation (4)

**ORG 7010 Advanced Selection and Performance Management is offered alternate years.
Refer to individual program plan.*

GUIDELINES FOR STUDENT PROGRESS⁵

Every Year

- Completed Academic Courses in Industrial/Organizational Psychology PhD Program (passed all courses scheduled for cohort; maintained at least 3.0 GPA)
- Met regularly with the Faculty Advisor (on a Research Vertical Team, beginning year 2)
- Demonstrated behaviors consistent with Academic Integrity and APA Ethics
- Demonstrated behaviors consistent with Suitability for Professional Practice

During or by the End of Year 1

- Optional research experience

During or by the End of Year 2

- Participate in RVT and identified a permanent Advisor.
- Successful Completion of Research Core
- Completed Portfolio draft (summer quarter)
- Complete the Dissertation Chair and Committee Identification Form

During or by the End of Year 3

- Completed and submitted final Portfolio
- Initial Progress demonstrated in Dissertation Research (Enrolled for dissertation credits, and dissertation proposal approved)
- Initial Progress on-going to prepare for Field Placement (Met with Director of Placements, identified potential placement sites)
- Passed the Comprehensive Examination (summer quarter)
- Started placement (summer quarter)

During or by the End of Year 4

- Completed Field Placement (four quarters)
- Completed Dissertation Research and passed Final Defense of Dissertation (If not, circle what has been done: data collected, analyses complete, 1st draft)
- Submit final Dissertation copies with completed signature page for binding

⁵ These guidelines have been provided to assist Faculty Advisors and their graduate students stay on course. It may also be used for year-end reviews of student progress in the Industrial/Organizational Psychology PhD Program. However, this checklist should NOT be presumed to be complete. Students must fulfill all requirements specified in the *SPU Graduate Catalog*, *IO Student Handbook*, and *Dissertation Guidelines* in order to earn their degree. Additionally there are other activities, such as submitting research papers for professional presentation or publication, which are not required but strongly recommended for graduate students. This document is simply meant to serve as a helpful aid for most of the major “milestones” of progress in the PhD program

COURSEWORK POLICIES AND PROCEDURES

Course Registration

Students register and pay for courses through the University Banner website. In addition to course information, Banner provides online transcript and account information and automatically generates student billing. Students can also change their address and phone number through Banner.

Class Attendance

Attendance and class participation are very important to develop the competency and skills of a psychologist. We strongly encourage students to be present at each course session. In certain courses where live participation is intrinsic to the learning experience, attendance may be used as a grading component (as indicated in the course syllabus). In the event of a missed class session, the student is solely responsible for obtaining class materials. If students expect to miss a class due to professional or program related activities (e.g. conferences or placement interviews), they should discuss it with their Instructor so that he or she can determine reasonable accommodation. A pattern of excessive absences may result in Faculty review and dismissal from the program.⁶

Passing Coursework Grades

The minimum passing grade for coursework is B-. Grades of C+ or lower will not count toward a graduate degree but are included in a student's cumulative GPA. Failed required courses must be retaken the next time the course is offered within the department and passed with a minimum of B- in order to graduate. Students who do not pass a course during their second enrollment will be dismissed from the program.

Organizational Psychology Grading Rubric

A	94 – 100	C+	77 – 79	E	< 60
A-	90 – 93	C	74 – 76		
B+	87 – 89	C-	70 – 73		
B	84 – 86	D+	67 – 69		
B-	80 – 83	D	60 – 66		

Grade Point Average Standards

Students must maintain a minimum 3.0 Grade Point Average (GPA) to remain in good standing throughout the four years of residency. When a cumulative GPA falls below 3.0, a student is automatically placed on Academic Probation and will receive a written remediation plan from his or her Advisor. Typically, students must raise their GPA above 3.0 within the following quarter to continue in the program

Incomplete Coursework

A student who has already completed at least 50% of a course requirement may request an incomplete grade from his or her Instructor if he or she is unable to complete course requirements by the end of the quarter given unexpected personal need. The student must request an incomplete grade before the end of finals week. The instructor is under no obligation to grant an incomplete.

Once the student receives a verbal agreement from the Instructor, he or she should download the *Request for Incomplete* form from Blackboard and fill it out with the instructor who will assign an "I" grade.

⁶ See Section on "Academic Standing and Student Evaluation" for other criteria that may lead to student dismissal.

Usually, Instructors require students to complete coursework by the end of the following quarter. Instructors may also require additional course requirements to those listed in the syllabus to complete the course.

If a student does not complete course requirements by the time grades are due in the following quarter, the Instructor will grade the student based upon the work completed. Once this grade has been submitted it cannot be changed, except by petition as outlined in the *University Graduate Catalog* under *Academic Appeals Process and Procedures*. If the grade is not changed within a year, the University will automatically change the grade to "E."

Taking an incomplete may affect a student's standing in the program. See academic standing below.

Independent Study Guidelines

In most cases, the Department of Industrial/Organizational Psychology strongly discourages the option of taking classes as independent studies. Courses can be considered for independent study if the request satisfies the following guidelines:

1. The IS is conceptualized and managed by the student
2. The IS is sponsored by an IO faculty member
3. The IS has specific deliverables that can be completed within one grading period
4. The IS has clear objectives that can be assessed at the end of the grading period
5. The student commits to meeting regularly with the sponsoring faculty member
6. The learning is student driven under the guidance and judgment of the faculty member.
7. The work must include a theoretical component to be determined by the faculty member and may not be applied as a way to simply gain credit for work experience.

Limitations:

1. The department does not grant credit for independent study (IS) work that can be completed and assessed within the curriculum of the department's programs.
2. IS may not be taken for any of the core courses in the program.
3. IS may not be used as a strategy for increasing the pace at which a student completes the program (i.e., a student may not request an independent study for the simple purpose of overcoming a scheduling conflict)

It should be repeated that independent studies are discouraged and only in rare cases granted. The decision to conduct an independent study is up to the faculty member in consultation with the department Chair. Examples of an acceptable IS would be a research project that is conceptualized, operationalized and analyzed by a student with supervision from a faculty member.

A student must file a petition to complete an IS and can not take more than 8 IS credits over their time in the IO program.

Academic Integrity

Students agree to follow university standards of academic behavior as described in the most recent *SPU Graduate Catalog* and *Industrial/Organizational Psychology Graduate Student Handbook*. All Organizational Psychology students are also expected to follow the professional guidelines as described in the *APA Ethical Principles of Psychologists and Code of Conduct*. Students who breach academic integrity (e.g., any form of academic dishonesty, plagiarism, falsifying information or cheating) or who violate other ethical principles or codes of conduct in their academic work or behavioral interactions with others, will be subject to negative consequences that include a grade reduction, a course failure, academic probation, dismissal from the PhD program and/or expulsion from the university.

The library has provided an excellent set of resources about plagiarism. You can refer them to these resources at www.spu.edu/depts/library/general_reference/r_plagiarism_students.html.

Also refer to the APA style manual for more information on the nature of plagiarism.

ACADEMIC STANDING

Quarterly Credits

Students must register for course credit each quarter to maintain active standing within the department. Typically, students register for 10 to 15 credits per quarter during their first three years, and eight credits per quarter during their fourth year. If students have not completed their dissertation by their fourth year, they are required to register for 1 extended dissertation credit each quarter until they complete their dissertation requirements, including having final copies and completed dissertation signature page handed in for binding.

Leave of Absence

Students may petition for a one-year leave of absence given unexpected personal need. Because a leave of absence leads to non-alignment with one's cohort, the department cannot guarantee that course offerings listed in their program plan will be available. Students who take a leave of absence are still expected to complete the program within the seven year limit. Students are limited to one Leave of Absence during their tenure with the program.

Part-Time Status

Students may petition to attend on a part-time basis for one year given unexpected personal need. If the petition is accepted students who desire to maintain part-time status must re-petition in the spring of each year if necessary. Since part-time status leads to a non-alignment with one's original cohort, the department can not guarantee that course offerings listed in their program plan will be available. Students who attend the program on a part-time status are still expected to complete the program within the seven year limit.

Academic Status

Enrollment status for graduate students within Seattle Pacific University is determined by the following:

6 or more credits	Full-time
4–5 credits	Three-quarters-time
3 credits	Half-time
1–2 credits	Quarter-time

Academic Probation

Students will be placed on academic probation at the beginning of any quarter, if in the previous quarter;

1. Their GPA fell below 3.0;
2. They did not meet their contracted deadline to finish an incomplete grade;
3. They did not receive at least a B- in a course;
4. They did pass their comprehensive exams by the end of Year 3.

In addition, students who have recurring problems with any combination of class attendance, incomplete grades, course withdrawals and non-participation in their RVT may be considered for academic probation, remediation or dismissal at any time during any academic year.

Students will be notified in writing by their Advisor of their change in status and given a written remediation plan. Typical remediation plans for relevant deficits include:

1. GPA must be raised to 3.0 by the completion of an additional 9 credits;
2. Students must receive a B- or higher in the same course the next time it is offered;
3. Student must complete any work associated with an incomplete in the next quarter.
4. Students will successfully pass their comprehensive exam the next time it is offered.

Dismissal from the Program

The status of students who do not meet their academic probation remediation plans will be reviewed by the IO Chair in consultation with the Faculty, and will determine a further remediation plan or dismissal from the program. Students who violate IO, SPFC, University policies or procedures or APA's Ethical principles can be dismissed from the program without being first placed on Academic Probation.

COMMUNICATION AND ADVISING

Communication to Students via E-mail

Students are assigned SPU email accounts when they register for their first quarter's classes. E-mail is a primary means for communicating information concerning coursework, advisement and for other university functions. Students are responsible for accessing information and other university communication via e-mail on a daily basis during the business week of every academic quarter.

Student e-mail accounts are located at www.spu.edu/help/email.html under "Access Your NEW Email Account." If students wish to forward their SPU e-mail to other accounts, this process also is found at this site. SPU maintains the e-mail address for all students after graduation so students are welcome to continue using their SPU e-mail account.

Blackboard

All Students have access to the internal departmental website known as Blackboard. Departmental announcements, student handbooks, course syllabi, student handbooks, petitions and other forms are posted on Blackboard.

Communication with the Program Coordinator

Much of the information that students need to know regarding the program is available in the Handbook, Graduate Catalogue, Banner, Blackboard or from their advisor. Students should contact the Program Coordinator sparingly. It is appropriate to contact the Program Coordinator when students have a change in circumstances that will impact their program of study. Additionally students should meet with the Program Coordinator in person to review their program progress at least one quarter before they anticipate graduating,

Student Advisement

Student advisement is an important element of doctoral training. Students should view their Advisor as their key program mentor. Students are matched with an Advisor when they are accepted into the program. All students meet with their Advisor regularly as part of the RVT and are welcome to initiate individual meetings with their Advisor. The Faculty Advisor will also serve as the student's dissertation Chair beginning summer of the second year.

Students who have an SPFC Dissertation Chair who is not a member of the IO faculty will be assigned a IO faculty member as a departmental advisor. These students are encouraged to meet with their departmental advisor regularly to ensure that they are up to date on all departmental policies.

Procedures for Changing Advisor (pre-dissertation)

During the first two years, students may change their Advisor. Likewise a Faculty member may request that a student work with another Advisor. If this occurs, the student should contact their Advisor to develop a transitional plan. To change Advisors:

1. Complete the Advisor change form found on Blackboard.
2. Discuss the change with your potential new Advisor and secure his/her agreement and signature on the form.
3. Discuss the change with your current Faculty Advisor and secure his/her agreement and signature on the form.
4. Deliver the completed form to the Program Coordinator.

See the *Research and Dissertation Guidelines* for the procedure to change Dissertation Chair or Committee Members.

Access to Software

Since SPU Faculty and administration use Microsoft Office Software it is important that students also have access to it. Students can purchase a copy of Office for \$10 through the Computer and Information Systems Department located in lower Watson. Students also use SPSS, a statistical software package, for research and courses related to research and statistics. While this software is available on SPU computers in labs and the library, we recommend that Students buy a personal copy which is available through the University Book store or other retail outlets in the area.

PETITIONS AND ACADEMIC APPEALS

Petitions

Students may formally petition for consideration of one or more exceptions to course work, academic training policies and practices of the University, the SPFC, or the IO program.

Procedures for Consideration of Petitions

1. Complete the petition form found on Blackboard, provide supporting documentation and revised program plan if appropriate.
2. Confirm with the Program Coordinator that the petition will not negatively disrupt the student's program plan. The Program Coordinator must sign off on the revised program plan. Once this occurs deliver the petition to your Advisor.
3. If the Faculty Advisor supports the petition she/he will sign it and pass it on to the faculty to review in light of the department's policies and procedures.
4. After taking into consideration the rationale provided by student, Advisor and IO faculty, the Chair of the department will review the petition and render a final decision – at which time it will become part of your permanent file. The Program Coordinator will mail you a copy of the results of the petition.

Academic Appeals

The University provides a process whereby a student may appeal an academic decision, including, but not limited to, grades on course activities, evaluations, course grades, decisions on program admissions, and decisions on fulfillment of program and graduation requirements. In building collegiality, The University as well as the SPFC and IO program strongly encourage students to resolve informally any interpersonal conflicts with IO members at the most immediate level.

Generally, students should start with the SPU member with whom they have the grievance. If the grievance is not resolved at the most immediate level, The University asks that students follow a specific order for conflict resolution. These are 1) the OP Chair, 2) SPFC Dean and finally 3) the Vice President of Academic Affairs. See the SPU Graduate Catalog for more detail on the University appeals process.

GRADUATION

Graduation Date

A student's graduation date is the last day of the quarter in which he or she completes all program and administrative requirements.

Applying for the Masters & Doctoral Degree

It is each student's responsibility to apply for graduation in a timely manner.

1. One quarter before anticipated graduation students must complete the *Graduation Application form* (found on Blackboard) and return it to the Program Coordinator.⁷
2. The Program Coordinator conducts a review to ascertain that all requirements are met.
3. It will take 2-4 months from the time that the degree has been posted for you to receive the diploma. If you need confirmation that your degree has been posted for employment purposes, contact Student Academic Services at (206) 281-2544. The Graduation Clerk can provide a certified letter confirming your completion of the degree, or an official transcript.

Participating in the University-Wide Spring Graduation Ceremony

Masters Degree (in Progress) Students

Students who are conferred the Masters of Arts Degree are encouraged to participate in Spring Graduation Ceremonies. They must complete the *Graduation Application Form* found on Blackboard and return it to the IO coordinator one quarter before graduation to be included in communication concerning graduation events and to appear in the Commencement brochure.

Doctoral Degree Students

All students who complete their doctoral degree in Autumn or Winter quarter, or expect to during Spring or Summer quarter⁸ of an academic year must complete the *Graduation Application Form* found on Blackboard and return it to the Program Coordinator by February 10 to be included in communication concerning graduation events and to appear in the Commencement brochure.

The Program Coordinator will instruct the Student Academic Services to remove students' names from the Graduation brochure if they have not completed all program requirements except Placement by May 15th. Students who successfully defend their dissertations⁹ between May 15th and June 1st in addition to meeting all other degree requirements may march and be hooded in the graduation ceremony but will not be listed in the brochure.

⁷ Refer to the Research and Dissertation Guidelines for additional graduation requirements pertaining to the dissertation.

⁸ Summer graduates may march in the June graduation ceremony if: 1) they defended their dissertation prior to June 1st and plan to have revisions accepted and all other requirements completed before August 1st & 2) they have completed all requirements toward their degree except for their placement which will be completed by August 1st.

⁹ With pass or pass with revisions.

GENERAL PETITION

Department of Industrial/Organizational Psychology

Instructions: clearly state what you are petitioning. Doctoral students should submit completed petition to their Faculty Advisor. Master’s students should submit completed petition to the Program Coordinator.

Student Name: _____

Student Signature: _____ Date: _____

Advisor (doctoral students only)

Supported Not Supported

Advisor Signature: _____ Date: _____

Chair, Dept. of Industrial/Organizational Psychology

Supported Not Supported

Chair Signature: _____ Date: _____

Comments:

PETITION TO TRANSFER/WAIVE COURSE

Department of Industrial/Organizational Psychology

Instructions: complete petition and attach supporting documentation (syllabi, course descriptions, etc.). Doctoral students should submit completed petition to their Faculty Advisor. Master's students should submit completed petition to the Program Coordinator.

Transfer Policy: all students who have taken graduate work at a regionally accredited institution may be allowed to transfer up to 12 quarter units. Students must provide applicable transcripts and/or syllabi for any courses they wish to transfer. Each course must be at least 3 graduate quarter credits, equivalent to courses taught in the organizational psychology programs at Seattle Pacific University, and completed within seven years of admission. A minimum grade of B will be needed for transferred work. Any transfer credit petitions should be submitted only after formal admission to the master's or doctoral program.

Doctoral Students who have been granted a master's degree from a regionally accredited university in psychology, organizational psychology, business administration, or a related field may be allowed to transfer up to 30 credits. A maximum of 20 credits may be transferred towards the elective requirement.

Course submitted for transfer (course taken before admission to Industrial/Organizational Psychology program)

Course Number _____ Course Title _____

Number of units _____ Semester units Quarter units

Institution where graduate credit was earned: _____

Did you complete a master's degree? Yes No Date of degree: _____

Course to be waived (equivalent course offered through Industrial/Organizational Psychology program)

Course Number _____ Course Title _____

Student Name: _____

Student Signature: _____ Date: _____

Advisor (doctoral students only)

Supported Not Supported

Advisor Signature: _____ Date: _____

Chair, Dept. of Industrial/Organizational Psychology

Supported Not Supported

Chair Signature: _____ Date: _____

Comments:

PETITION TO CHANGE PROGRAM PLAN

Department of Industrial/Organizational Psychology

Instructions: complete petition, attach proposed program plan and submit to Program Coordinator for review. Students are encouraged to consult with the Program Coordinator or advisor in developing a proposed program plan. Master's students may attach the three-year program plan posted on Blackboard.

Reason for changing program plan: explain your reasons for changing your program plan (i.e. personal reasons, work load, etc.)

Student Name: _____

Student Signature: _____ **Date:** _____

Program Coordinator

Program Plan Reviewed

Coordinator Signature: _____ Date: _____

Advisor (doctoral students only)

Supported Not Supported

Advisor Signature: _____ Date: _____

Chair, Dept of Industrial/Organizational Psychology

Supported Not Supported

Chair Signature: _____ Date: _____

Comments:

PETITION TO CHANGE ADVISOR

Department of Industrial/Organizational Psychology

Instructions: complete petition, and obtain signatures of requested advisor and current advisor, and return petition to the Program Coordinator. Students are responsible for obtaining permission and signatures of their requested advisor and current advisor before submitting petition to the Program Coordinator.

Name of Current Advisor: _____

Name of Requested Advisor: _____

Reason for changing advisor: briefly describe your reasons for changing your advisor.

Student Name: _____

Student Signature: _____ Date: _____

Requested (New) Advisor

Supported Not Supported

Signature: _____ Date: _____

Current Advisor

Supported Not Supported

Signature: _____ Date: _____

Chair, Dept. of Industrial/Organizational Psychology

Supported Not Supported

Chair Signature: _____ Date: _____

Comments: