



School of Psychology, Family and Community

Department of Industrial/Organizational Psychology

Master of Arts (M.A.) Program

2008-2009

Graduate Student Handbook

GRADUATE 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 also one of the only Christian universities 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 M.A. program specializing in Industrial/Organizational Psychology. It is intended to serve as a primary source of information to assist you in successfully planning your masters coursework 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 website*, 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, consult with the Industrial/Organizational Psychology Program Coordinator for further clarification.

This current version of the Graduate Student Handbook 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 M.A. PROGRAM

The Industrial/Organizational Psychology M.A. program at SPU provides quality graduate-level education and training, in a distinctly Christian context. This preparation is offered through academic coursework and collaborative research with peers and Faculty that leads to a Master of Arts (M.A.) degree. The program is a two-year, 65-quarter credit, full or part-time residential program.

The master's program in Industrial/Organizational Psychology provides a theoretical foundation for addressing a broad range of behavioral issues in the workplace. It develops professionals within human resources, organizational development and training fields, and it provides organizational leaders with a graduate education that relates directly to their practice as leaders.

The master's 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 M.A. 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 two (2) 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 master's program expects a combined GRE score of 950. 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 Organizational Psychology Brochure or website at <http://www.spu.edu/depts/spfc/iopsych/> 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.

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. 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 6000 History and Systems, the student will not be required to take ORG 6000 and will receive four credits towards his/her degree.

Non-Matriculated Credit

ORG 6600, 6610, 6100, 6300 and 6101 are open to qualified non-matriculated students. Non-matriculated students may take a maximum of 12 credits. Non-matriculated students are not guaranteed entry into the master's or doctoral program, but ORG credits earned as a non-matriculated student will transfer towards the MA or PhD in Industrial/Organizational Psychology.

Delayed Entry

The Industrial/Organizational Psychology program does not generally grant delayed entry for admission. Students are accepted as members of a specific cohort, and students who wish to delay program entry will need to reapply for admission. Exceptions will be determined on a case-by-case basis.

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.

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.

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.

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

PROGRAM REQUIREMENTS & SEQUENCE OF STUDY

Program Requirements

The master's program may be completed on a full or part-time basis. The full-time sequence is designed to be completed in seven quarters. See course sequence below for more detail.

Master's Project

Master's students will complete an applied Master's Project in their final year of the program. Students will complete the primary body of the Master's Project in ORG 6210 Program and Organizational Evaluation. The final Master's Project will be submitted as part of ORG 6001 Master's Seminar: Leadership, Vocation and Faith Integration.

Portfolio

At the beginning of their second year, master's students will develop a Portfolio that must be approved by their academic advisor. Each student will present a draft of their portfolios to their advisor for approval during spring quarter of their first year. The final Portfolio will be completed during ORG 6001 in the Spring of the second year. 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

Completed masters project

Fulfilled course objectives

COURSE SEQUENCE

FIRST YEAR

Autumn (8)

ORG 6610 Research Methods and Statistics I (4)
ORG 6100 Community and Organizational Systems (4)
**** May take 3-5 elective credits (3)

Winter (8)

ORG 6610 Research Methods and Statistics II (4)
ORG 6300 Leadership and Team Development (4)
**** May take 3-5 elective credits (3)

Spring (8)

ORG 7101 Organizational Development and Consultation (4)
ORG 7201 Organizational Diversity and Globalization (4)
**** May take 3-5 elective credits (3)

Summer (8)

ORG 7000 History and Systems of Psychology (4)
ORG 7240 Social Psychology (4)
**** May take 3-5 elective credits (3)

SECOND YEAR

Autumn (12)

ORG 6110 Organizational Development and Consultation II (4)
ORG 6910 Topical Seminar in Organizational Psychology
or
ORG 6912 Topical Seminar in Organizational Development
**** May take 3-5 elective credits (3)

Winter (12)

ORG 6010 Selection and Performance Management (4)
ORG 7210 Program and Organizational Evaluation (4)
**** May take 3-5 elective credits (3)

Spring (12)

ORG 6001 Master's Seminar: Leadership, Vocation and Faith Integration
ORG 6230 Learning Systems and on the Job Development (4)
**** May take 3-5 elective credits (3)
(Portfolio Presented to ORG 6001 Instructor)

GUIDELINES FOR STUDENT PROGRESS⁵

Every Year

- Completed Academic Courses in Industrial/Organizational Psychology MA Program(passed all courses scheduled for cohort; maintained at least 3.0 GPA)
- Met Quarterly with the Faculty Advisor
- 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

- Successful completion of Research Core

During or by the End of Year 2

- Completed and submitted Portfolio
- Completed Master's Project

³ This “guidelines” checklist has been provided to assist graduate students stay on course. It may also be used for year-end reviews of student progress in the Industrial/Organizational Psychology MA Program. However, this checklist should NOT be presumed to be complete. Students must fulfill all requirements specified in the *SPU Graduate Catalog*, and *IO Student Handbook* 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 the major “milestones” of progress in the MA 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 C 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 C in order to graduate. Students who do not pass a course during their second enrollment will be dismissed from the program.

The minimum passing grade for coursework is a 2.0. Grades below a 2.0 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 2.0 in order to graduate. Students who do not pass a course during their second enrollment will be dismissed from the program. Students must maintain a 3.0 grade point average in 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 their 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

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

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.

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 *Organizational Psychology Graduate Student Handbook*. All Industrial/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 MA 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 8 credits per quarter during their first year, and twelve credits per quarter during their second year.

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 a timely manner. Students are limited to one Leave of Absence during their tenure with the program.

Part-Time Status

Master's students may petition to move to a part-time program plan after entry to the program. The part-time plan usually takes three years to complete.

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;

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 OP, SPFC, University policies or procedures or APA's Ethical principles can be dismissed from the program without being first placed on Academic Probation.

COMMUNICATION

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, SPU Website, Graduate Catalogue, Banner, or Blackboard, but 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 they program progress at least one quarter before they anticipate graduating,

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 and academic 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. Deliver the petition to the Program Coordinator. The Program Coordinator will take the petition to the IO faculty and chair.
3. After taking into consideration the rationale provided by student 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 IO 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 Master's 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.
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

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.

Students may walk in the spring ceremony if they have completed their master's project and have no more than one course remaining to be taken in summer. Students must demonstrate that they will be able to take this one remaining course in summer after the Spring ceremony.

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: