

Important Changes to the Student Handbook  
Memo sent 1/22/15, reflecting revisions completed in Fall, 2014

- 1) Student Guidelines for Employment (page 8) – has been updated based on decisions in operations to allow students to be employed but not represent themselves as Rutgers students if the employment is not part of a practicum
- 2) E credits (page 18) – have been eliminated except for TAing for classes; states that e credits had been given for clinic and practicum hours prior to fall 2014
- 3) Registration (page 19) – maximum credits and registering for clinic and practicum
  - a. “Students are permitted to register for up to four 3-credit courses in a given semester. If students are interested in taking a fifth 3-credit course, they must seek approval from the department chair before registering. First through third year clinical students are required to register for .5 clinic credits each semester. Advanced students (fourth year and beyond) who see a client through the Clinic must sign up for .5 clinic credits each semester that they are seeing a client. All clinical students who are enrolled in a practicum are required to register for .5 practicum credits in the Fall and Spring semesters.”
- 4) Incompletes (pages 26-27) – clarified the incomplete policy
  - a. Clinical students who have 3 incompletes on their transcript because of work that they failed to complete will be considered for probation. Incompletes in GSAPP general clinic or practicum credits will count toward this number. This will not apply to instances where the incomplete is due to the teacher’s failure to grade an assignment or when the completion of an assignment is contingent on clinical work that has been delayed due to reasons outside the student’s control (e.g., a case has yet to be assigned to a student in a first-year therapy sequence course).
  - b. If a clinical psychology student has a grade of “Incomplete” on his/her record, required coursework must be completed within the timeframe required by the instructor, but no longer than one year from the end of the semester in which the course was taken.
  - c. Clinical psychology students will not be eligible for internship until all grades of “Incomplete” are satisfactorily completed and removed from the record. The chair will not sign off on the internship application until all incomplete grades are removed.
- 5) Probation and dismissal (pages 31-34) – clarified the procedures
- 6) Credit hour requirements (page 38) – changed to match new program proposal
  - a. A minimum of 93 course credit hours, 1080 practicum hours, and 1,750 hours of internship are required for completion of the clinical program.
- 7) Minimal levels of achievement for graduation (page 38 and 39) – added in to make explicit what requirements were
- 8) Comprehensive exams (pages 44-50) – this section has changed significantly. Main changes:
  - a. Separated out oral exam so treated differently

- b. Clarified that remediation needs to occur by **June 1<sup>st</sup>** of the year following comps; also clarified that remediation and retakes need to occur before applying for internship for advanced students who plan to apply for internship early
  - c. Modified retake policy – students are permitted a total of two administrations (the initial examination and one retake) of the General Exam and a total of two administrations (the initial examination and one retake) of the Program Exam
  - d. As an FYI – school no longer has a Program Exam, they take a certification test
- 9) Clinical oral exam (pages 52-56) – this section has changed significantly. Main changes:
- a. Must be passed (including remediation by **June 1<sup>st</sup>** of the year they are applying for internship); students advised to schedule no later than May 1<sup>st</sup> so time for remediation if needed
  - b. Required to present audio or video from that client; need to request an exemption if that cannot occur and provides guidelines on what acceptable alternatives are
  - c. Clarifies difference between conditional passing (needs remediation) and a failure (needs retake); remediation needs to occur within 12 months or by June 1<sup>st</sup>
  - d. Modified retake policy – students are permitted two administrations of the Clinical Oral Exam (an initial examination and one retake)
- 10) Clinic requirements(pages 59-60) – modified to reflect requirement that see clients through year 3 and need to register if see clients beyond then; outlines what clinic will provide and student responsibilities
- 11) Practica (pages 66-70) – clarified procedures for approval, practicum contracts, and provided guidelines on number of days etc. allowed each year
- a. First year doctoral students are eligible to commit up to 1 day, or 8 hours, a week to externship or practicum.
  - b. Second and third year doctoral students are eligible to commit up to 2 days or 16 hours a week to externship or practicum.
  - c. Fourth and fifth year doctoral students are eligible to commit up to 3 days or 24 hours a week to externship or practicum.
- 12) Dissertation (pages 77-80) – cut out some of what was in there and referred them to the dissertation handbook so there would only be one place to look at and update