

University of Michigan  
Dearborn

Master of Science in  
Psychology

Student Handbook  
2024-2025

# Welcome!

Welcome to the Master of Science in Clinical Health Psychology program at University of Michigan–Dearborn. This handbook is designed as a guide for prospective and current students. It outlines program application procedures, policies, requirements, and expectations. The basic policies contained in this handbook are useful to refer to when considering our program and while enrolled in the program. Also, please feel free to consult the [Graduate Catalog](#).

If you are a **prospective applicant** and wish to obtain more information on admission requirements, please contact:

University of Michigan-Dearborn  
Office of Graduate Studies  
4901 Evergreen Road  
1055 Administration Building (AB)  
Dearborn, MI 48128-2406  
313-583-6321 Phone  
313-436-9156 Fax  
or email  
[umd-graduatestudies@umich.edu](mailto:umd-graduatestudies@umich.edu)

More information on the admissions requirements and application can be found at:

<https://umdearborn.edu/admissions/graduate/how-apply>

If you are a **current student** and require assistance regarding the administration of your program, please contact either:

Office of the Graduate Studies  
4901 Evergreen Road  
1055 Administration Building (AB)  
Dearborn, MI 48128-2406  
313-583-6321 Phone  
313-436-9156 Fax  
[umd-graduatestudies@umich.edu](mailto:umd-graduatestudies@umich.edu)

Program Director  
Dr. Caleb Siefert  
4901 Evergreen Road  
4067 CASL Bldg.  
[csiefert@umich.edu](mailto:csiefert@umich.edu)

As a developing psychology professional, you are required to uphold and abide by the ethical principles and standards as determined by the American Psychological Association (APA). While this information will be covered in more detail in the program, it is important to review these standards prior to applying to the program. Please read the handbook and refer to <http://www.apa.org/ethics/code.html> for more details.

## General Information

### Master of Science: Clinical Health Psychology Program

The Masters of Science (MS) in Clinical Health Psychology is a graduate degree offered by the Behavioral Sciences Department in the College of Arts, Sciences, and Letters (CASL) at the University of Michigan-Dearborn. This two-year, 48-credit program trains mental health care providers to work in primary care settings, hospital settings, and traditional clinical psychology settings (e.g., clinics; private practice). The curriculum of the program, in conjunction with one year of supervised postgraduate experience in an organized health care setting, is designed to fulfill the course requirements for the Michigan Limited License in Psychology.

The 48-credit program consists of eleven required courses (36 credits) in core areas of Clinical Health Psychology. Six credit hours will be devoted to practicum in a community setting. Students will take either two elective courses or complete a master's thesis under the supervision of program faculty. Additionally, students may gain research experience by becoming engaged in a faculty-run research lab.

The goal of the Clinical Health Psychology program is to produce well-trained, theoretically grounded, ethical clinicians who have a specialized background in Clinical Health Psychology and a solid foundation in research and statistics. A background in statistics and research is essential for all psychologists. Academic psychologists and research psychologists use these skills to conduct their own studies and to produce scholarship. Psychologists engaged in clinical practice must cultivate these skills to become strong *consumers* of empirical research. This helps them stay up to date with advances in the field over time. Faculty members have a variety of theoretical and therapeutic orientations. However, the program emphasizes a cognitive behavioral approach.

### General Admission Requirements

To be eligible for the program, an applicant should have a BA or BS in Psychology or a closely related major. They must also have a minimum cumulative undergraduate GPA of at least 3.2 (on a 4.0 scale). All students are required to have taken the following undergraduate courses before beginning the MS in Psychology program: Introductory Psychology, Statistics, and Abnormal Psychology. Undergraduate Health Psychology and Research Methods are strongly recommended. Students without undergraduate psychology degrees are welcome to apply but will need to have taken all prerequisite courses prior to attending the program.

When applying it is important to understand that the program typically receives 100-150 applications for twelve spots within a cohort. Thus, meeting minimum requirements for admission does not guarantee admission. Admission decisions are made by a graduate committee composed of faculty from the program. In making admission decisions, the committee considers applicants' records of academic achievement, letters of recommendation, research experiences, personal statements, career goals, and fit with

a health psychology orientation. Given the ratio of applicants to positions, the program is unable to accept every student who might do well in the program or who has potential as a therapist/psychologist.

Detailed instructions about how to apply can be found at the [UM-Dearborn Graduate Admissions website](https://umdearborn.edu/admissions/graduate/how-apply) (<https://umdearborn.edu/admissions/graduate/how-apply>) as well as the MS Psychology website ( <https://umdearborn.edu/casl/graduate-programs/programs/master-science-psychology>). Each applicant should submit the following:

1. [Online application](#).
2. Current CV/Resume.
3. Official transcripts from all colleges and universities attended.
4. Statement of purpose. All applicants must submit a 500-word statement describing how your experiences make you a suitable candidate for graduate study, your research interests, your career aspirations, and why this program is a good fit.
5. Applicants to the Clinical Health Psychology Program are required to submit an additional 300-word statement describing why they believe they could be an effective mental health professional.
6. Three letters of recommendation (we advise at least two from academic sources/professors).
7. Applicants whose native language is not English must demonstrate English proficiency and are required to provide an official score report of an accepted English Language Proficiency Test.
8. International students (and those who received an undergraduate degree outside of the U.S.) will need additional evaluation of transcripts. International students should also consult [U-M Dearborn's Graduate Admissions website](#) for information about additional requirements.

For more information on admission requirements, please visit the [MS in Psychology website](https://umdearborn.edu/casl/graduate-programs/programs/master-science-psychology) (<https://umdearborn.edu/casl/graduate-programs/programs/master-science-psychology>), email [caslgrad@umd.umich.edu](mailto:caslgrad@umd.umich.edu) or call 313-583-6521.

## Types of Admission

*Standard Admission:* Applicants accepted to the program who satisfy all admission requirements may be granted standard admission. Before the end of the first semester, students must have submitted their official transcript (i.e., bearing the official seal of the school and the Registrar's signature) indicating award of the bachelor's degree or equivalent.

*Conditional Admission:* Applicants whose admission status is contingent upon satisfaction of one or more of the following requirements may be granted conditional admission. ***Note: No degree from our program will be conferred until the requirements have been satisfied.***

- Students who have not completed the requirements for a bachelor's degree at the time of admission must submit a final and official transcript indicating satisfactory completion of all coursework and degree/title/date of the degree conferral. If the degree conferred is stated on a separate document, you must provide the degree certificate. All documents from international institutions must be provided in the native language accompanied with an official English translation of all documents. This information must be submitted as soon as possible but no later than the end of the first semester.
- Students who have finished an undergraduate degree but who have not submitted the required credentials (e.g., an official transcript of the undergraduate degree, completion of required undergraduate course requirements, etc.). These students must submit the appropriate official documents as soon as possible but no later than the end of the first semester.
- Students who have been given conditional admission should check with the Program Director about any necessary follow-up.

*Non-Candidate for Degree (NCFD)*: NCFD admission may be granted to qualified students who wish to elect courses for graduate credit but who are not candidates for a degree. Examples include professionals who seek to continue their development, students in good standing in another graduate school, people seeking to increase their knowledge or improve their professional skills, or those who wish to evaluate their capabilities in a graduate setting. Please click [here](#) to go to additional information an application instructions.

## Transferring Credit from Other Institutions

Up to a maximum of six credit hours of graduate credit may be transferred from another accredited institution. You may not transfer more than six credits from another institution. A student who requests to have a course from another institution approved, will have their case reviewed by the MS in Psychology Graduate Program Committee who will decide to approve or not to approve the transfer. In making these decisions, the committee will consider the following:

- The course syllabus and a copy of the catalog description of course from other institution.
- The similarity of the course being transferred to the course for which it is being substituted (i.e., similar in terms of level, content, grading methods).
- The course was taken in the past five years from an accredited university and program judged to be of high quality.
- The course was passed with an 'A,' 'A-,' 'B+,' or 'B' (official transcript required)
- The grade was determined primarily based on papers, presentations, and/or examinations.

It cannot be guaranteed that a course submitted for credit transfer that meets the above criteria will be accepted by the MS in Clinical Psychology program. To request a transfer of credit, please submit the required materials to the Program Director. For more information on transferring credits please see: [Transfer Credit Policy < University of Michigan-Dearborn \(umich.edu\)](#).

## Clinical Health Psychology Program Information

### Limited License in Psychology for the State of Michigan

The Clinical Health Graduate Psychology M.S. program at the University of Michigan-Dearborn provides a curriculum that fulfills educational requirements for the Temporary Limited License in Psychology (TLLP) in the state of Michigan. Once students graduate from the program, they are required to complete post-masters' hours of clinical work before the permanent LLP can be granted. Please see the [Michigan Board of Psychology](#) for more detailed information. Requirements vary from state to state. Thus, different states may require things the state of Michigan does not require. Some states do not allow masters-level psychologists to practice as therapists. Thus, students who are interested in practicing in a state other than Michigan should check on the requirements for that state to determine if the program will meet those requirements. The best way to do this is to contact the licensing board within the state you hope to practice in.

### Schedule of Classes

Though it is possible to take some courses out of sequence, many build upon previous courses. Therefore, all course schedules will need to be approved by the Program Director or your appointed program advisor. The course sequence for this program is as follows:

#### Year 1: Fall (9 credits)

PSYC 557: Advanced Health Psychology (3 credits)

PSYC 5825: Basic Methods and Statistics in Health Psychology (3 credits)

PSYC 545: Advanced Psychopathology (3 credits)

#### Year 1: Winter (10 credits)

PSYC 5835: Advanced Methods and Statistics in Health Psychology (3 credits)

PSYC 547: Theories and Techniques of Therapeutic Intervention (4 credits)

PSYC 575: Biological Foundations of Health Psychology (3 credits)

**Year 1: Summer I (4 credits)**

PSYC 548: Psychological Assessment I (lecture & lab; 4 credits)

**Year 1: Summer II (3 credits)**

PSYC 552: Advanced Techniques of Therapeutic Intervention (3 credits)

**Year 2: Fall (10 credits)**

PSYC 593: Professional and Ethical Issues (3 credits)

PSYC 549: Psychological Assessment II (lecture & lab; 4 credits)

PSYC 565: Individual and Group Techniques in Clinical Health Psychology (3 credits)

**Year 2: Winter (6 credits)**

PSYC 698: Practicum in Clinical Health Psychology (3 credits)

Elective 1 (3 credits) *or* PSYC 697: Thesis (3 credits)

**Year 2: Summer I/Summer II (6 credits)**

PSYC 698: Practicum in Clinical Health Psychology (3 credits)

Elective 2 (3 credits) *or* PSYC 697: Thesis (3 credits)

Please visit the [MS in Psychology](#) website for more information about classes.

## **Grade Requirements**

To be awarded a MS in Clinical Health Psychology, a student must have achieved at least a 3.0 grade point average (a 'B' average) to satisfy degree requirements and two or fewer 'C' grades in non-clinical courses. The graduate grading system is intended to reflect higher standards of critical and creative scholarship than those applied at the undergraduate level. To receive a graduate grade in courses, open to both undergraduate and graduate students, the graduate student is expected to produce work of superior quality and is required to do additional work specified by the instructor to raise the standard of the course to a graduate level.

Grades of 'C+' and lower are considered "unsatisfactory" for graduate level work and could constitute valid cause for dropping a student from the graduate program. Students are expected to obtain a 'B' or higher in core clinical classes, PSYC 545, 547, 548, 549, 552, 565, 593, and 698. A student who obtains a B- in a core clinical course will be required to engage in remediation to ensure adequate skill mastery. If the student receives a grade of B- in a core clinical course, the student and the instructor will meet to discuss skill deficits and together will develop a contract that outlines the plan for remediation activities. A student will not be allowed to continue with the core clinical course sequence without successful completion of remediation activities. A grade of 'C+'

or lower in a core clinical class will not be applied toward the MS in Psychology: Clinical Health Psychology degree. Thus, a student who obtains a C+ or lower in a core clinical class will be required to retake the course (if allowed to continue in the program).

Students may re-take a class one time to raise the grade to an acceptable level. Failure to raise the grade to an acceptable level could result in forced withdrawal from the program. Further, no more than two grades of 'C' in elective or non-clinical courses may be applied toward the MS degree. Grades of 'C-' or lower will not be applied toward the MS degree.

Students who fail to maintain a 3.0 average or have more than two 'C' or lower grades will be placed on academic probation for the term following the lapse. When a student is placed on academic probation the student and the program director will meet to develop a contract that will outline expectations for academic performance. Students who fail to meet these expectations may be denied permission to register or may be required to withdraw from the program.

## **Practicum**

### **Practicum Overview and Placement**

Practicum is designed for students in the Clinical Health Psychology program who have completed all coursework related to clinical diagnoses, assessment, and therapy. A total of six credit hours will be devoted to practicum over the course of two semesters. Approximately 250 hours will be logged each semester, providing the student with a minimum of 500 hours total clinical experience. Completing 500 hours will allow the student to apply for a temporary limited license in the state of Michigan. Written permission of the instructor or the Program Director is required to begin practicum. Most students will complete the first three credits of the practicum requirement in the Winter term of their second year and the second three credits during the summer term of their second year. During practicum, students will work in a clinical setting approximately 20 hours each week. Students will be supervised during their practicum. Additionally, students will attend a weekly class to discuss cases and their practicum experience.

The program has a variety of practicum placements. Students will meet with the practicum coordinator the semester prior to beginning practicum to discuss practicum sites and locations of interest to the student. Every effort will be made to provide an opportunity for the students to interview at a practicum site within their interest and within a reasonable distance from the students' home. Once accepted at a practicum site, students will be closely supervised and will be expected to continue to uphold APA standards.

### **Malpractice Insurance**

Prior to starting practicum, students are required to obtain and provide proof of malpractice insurance before being permitted to take practicum classes. Instructions regarding how to obtain the insurance will be provided in clinical classes during the



second year. Students should note that many student policies only cover university sponsored clinical activities. They do not cover any other form of clinical activity.

## **Thesis, Projects, and Electives**

### **Plan of Work**

Students will be required to complete a Plan of Work during their first or second semester in the MS Clinical Health Psychology program. The Plan of Work requires discussion between the student and the Program Director. Copies of the plan of work will be retained by the Program Director. The student should also retain a copy. The primary function of the plan of work is to clarify if the student will complete a thesis, a project, or electives.

### **Thesis Option**

Students in the program have the option of completing a research thesis project to satisfy their elective requirement for the program. Completion of a thesis is not required. A thesis is a paper that is based on current psychological theory or research that involves the development of a research design and either data collection or the use of existing data. In the case of existing data, students must apply their own interpretation and rationale for exploration. The thesis should make a significant contribution to the body of scholarly knowledge. Completion of a thesis *is not required* as part of this program. The thesis is an option that may be appropriate for some students.

The thesis will conform to APA guidelines (*see the Publication Manual of the American Psychological Association, 7<sup>th</sup> edition*) in addition to formatting requirements set forth by the University of Michigan-Dearborn. Required contents of the thesis are as follows:

- Evidence of independent and original thinking.
- A scholarly review of relevant literature.
- Clear statement of the purpose or problem being investigated.
- Well-conceptualized research design.
- Appropriate statistical analyses.
- Discussion of how this research improves and is relevant to the existing psychology literature.
- Implications for future research and the practice of health psychology.

Six total credits can be applied to the thesis endeavor. It is recommended that students begin this process early to graduate at the expected time. The Program Director will meet with each student at the beginning of the second semester to review the student's Plan of Work. The main purpose of this meeting will be to direct students interested in conducting a thesis toward an appropriate supervisor and encourage them to work towards having a completed thesis proposal by the end of the summer of their first year.

At the start of the program, students will be provided a copy of the *Faculty and Student Guide to Graduate Thesis Manual*. This manual provides details about completing a thesis. If a student is intending to apply to a doctoral program, engagement in research activity is typically important. A thesis provides one avenue to obtain research experience. However, it is not the only way to obtain research experience. For example, students can complete independent study research, volunteer or work in faculty labs, or complete research projects all without completing a thesis. Thus, students who are considering a thesis are encouraged to discuss the pros and cons of undertaking a thesis with faculty to clarify if it is the research activity that will most help them pursue their career goals.

### **Research Ethics**

Students engaged in research are required to uphold ethical standards in their research methods and designs as set forth by the [Institutional Review Board and University Policies](#). Additionally, many studies in psychology involve working with or collecting data from human subjects. Students collecting data on human subjects must follow [University requirements for working with human subjects](#). In many cases, students will need to complete [PEERS Human Subjects Research certification](#) prior to submitting their IRB proposal.

Students must report results obtained from their research in an ethical fashion. Because the thesis represents the culmination of many hours of training and represents the student's work performed to date, students are best served by attending to their thesis with earnest effort, diligence, and the highest ethical standards. Ethical deviations include but are not limited to the fabrication or falsification of data, information, or results. Plagiarism is also an ethical violation.

### **Student Project (Non-Thesis) Option**

Refer to the manual *Faculty and Student Guide to Graduate Thesis* for details about completing a project. This option is a possibility for students who are not interested or able to draft a thesis but still want to gain some research experience. The non-thesis option includes authoring a substantial paper where no data collection or statistical analyses are performed. Instead, it is based on the application of psychological theory and prior research. Topics should be within the realm of clinical health psychology and may include but are not limited to:

- A scholarly review of relevant literature that aims towards developing an innovative program that incorporates current psychology theory and research in a way that is different from traditional programming,
- A scholarly review of relevant literature that focuses on a proposed research design and discussion of the potential implications of the research,
- Or a scholarly review of the literature and an extensive exploration of this topic in the community by conducting visits and/or interviews at relevant agencies and then integrating this information with relevant research.

To complete the project requirement, all projects must contain evidence of the following: independent and original thinking, a scholarly review of relevant literature, a clear statement of the goals of the project, evidence of application of psychology theory and practice, and a discussion of the implications for research and practice in clinical health psychology.

### **Electives**

Information about specific elective courses that will fulfill requirements should be discussed with the Program Director each semester. Given that the university is regularly developing new classes, it may occur that a student would benefit from taking a course not listed as an approved elective. If a student wishes to take a course that is not approved as an elective, they should contact the Program Director to discuss the option of taking the course as an elective. In some cases, the course may be approved by the program.

## **Graduation**

### **Applying for Graduation**

To graduate, students must have completed all program requirements as well as the project or thesis if applicable, and practicum. Furthermore, students need to apply to graduate early in the semester they plan to graduate. For information on applying for graduation, please visit the [Apply for Graduation](#) website. It is the students' responsibility to ensure that all necessary forms are completed and submitted in time for graduation.

### **Program Time Limit**

Graduate students are allowed up to seven years to complete all aspects of their degree including class work, practicum, thesis, and/or project. Where there are extenuating circumstances, the MS in Clinical Health Psychology Graduate Committee may grant an extension. However, extensions are not guaranteed.

## **Program Attendance Policies**

In the Clinical Health Psychology program, you will be tasked with providing supervised clinical service to individuals roughly 16 months after the start of your training. Thus, your journey to a clinician necessitates sustained engagement in your education over a relatively brief time. Given this brevity, attendance of classes and engagement in educational opportunities is critical.

The program has several policies regarding class attendance. To understand the aims of these requirements, students should appreciate that the program has ethical and professional responsibilities to multiple stakeholders. Students are key stakeholders. Requirements on student attendance are intended, in part, to promote student engagement with their course work and learning. Policies, however, also strive to protect future stakeholders with whom students are likely to work. These include, but are not limited to,

supervisors, therapy clients, assessment clients, employers, research colleagues, research participants, and the field of psychology. Thus, while the program aims to optimize students' professional growth, it also has a duty to consider those with whom students work with in the future. Policies, practices, and decision making around attendance requirements have been made with these ideas in mind.

### **In-Person Attendance of Courses**

In-person attendance is mandatory for all in-person classes. These courses are designed to be taught in an in-person manner. Students should not anticipate that they will be allowed to use video conferencing applications (e.g., Zoom; Google Meets) to attend classes remotely. It is the program's expectation that you will attend all classes in every course. Missing classes may negatively impact learning, capacity to provide services, your grade, and your graduation date. Most program courses take attendance and consider attendance as part of your performance in the class. Failure to comply with these requirements could result in a failing grade and/or having to repeat the course. Remember, program classes run during specific terms. Thus, having to repeat a course can easily push back your graduation date by a year or more.

### **Missing a Class Due to Illness or Emergency**

Illness and emergencies occur. If you are seriously ill or have an emergency that makes class attendance impossible, you should contact your professor and inform them of the situation. It is your responsibility to contact the professor; do not wait for the professor to contact you. Ideally, you should contact the professor before the class you are missing. If this is not possible, you should contact the professor as soon as possible. When you contact the professor, you should:

- Tell them the reason for your absence.
- Clarify what steps you will need to take to make up for the missed class period.

Professors may require you to complete tasks, view videos, or take other steps not described in the syllabus to compensate for class time that was missed. Such requirements are intended to promote understanding of key concepts or practices discussed in class, develop skills practiced or reviewed in class, and/or to gauge your ability to perform professional tasks that were the focus of the class period. In short, when missing a class, you should anticipate additional requirements to demonstrate learning of missed class content.

It is unacceptable to miss for any reason other than illness or an emergency. As part of their professional development, clinicians must learn to navigate a complex and demanding schedule, balance self-care with professional demands, and increase resilience to stress and work-related demands (without withdrawing from them or engaging in avoidance), to function professionally even while feeling challenged. Being a psychology professional requires us to "show up."

### **Extended Absences from Courses**

If you anticipate or experience a situation that requires you to miss several classes within a term, you should contact your professors and the program director as soon as possible. In some instances, the graduate program committee will meet to discuss the student's situation to clarify options. In rare instances, the committee may be able to formalize a plan with the student that allows them to complete the course in an atypical fashion. However, such instances are extremely rare.

Students who must miss class periods for an extended time should assume that they will likely have to retake the class (or classes) in a future term. This is not a punitive response, nor does this imply that the student has not made reasonable efforts to deal with the situation. Instead, this policy recognizes that to meet educational requirements in the state of Michigan and optimally position a student for success, attendance of courses is necessary. If the student's situation meets University requirements, an "Incomplete" may be given for missed courses (Information on Incomplete policies can be found in the [University Catalog](#). Students taking an Incomplete must complete an [Incomplete Contract](#)). When the situation does not meet University requirements for an incomplete or an Incomplete is not appropriate, the student may be required to withdraw from the course or may be given a failing grade, and they may be required to retake the course in the future to graduate. The student should work with the Program Director to clarify what the plan of action will be.

### **Vacations & Time Away**

Vacations are not an acceptable reason for missing a class. During your time in the program, you will need to organize vacations around the [academic calendar](#). This requires some planning.

### **Student Time Management Resources**

If you are finding it difficult to attend classes regularly, it is important to reflect on your experience. You may need to build professional time-management skills. The University has an [Academic Success Center](#) that can assist students in identifying tools and building skills to improve time- and task-management. If your beliefs, thoughts, or motives are holding you back, you may want to consider talking to a clinician (the University has [Counseling and Psychological Service](#) you can access). Sometimes, you may need to reduce time engaged in other activities to prioritize your classes and educational demands. If this is the case, it is important to remember that graduate school is temporary. Graduate school is not meaningless sacrifice; students *choose* to prioritize focus on education to gain the knowledge, skills, and experience necessary to progress towards a personally gratifying, reasonably lucrative, and stable career that allows you to help others as you pursue personal goals. Sacrifices in graduate school are a commitment to your professional self. If you cannot clarify the source of attendance challenges and/or problem-solve these difficulties, you should contact the program director to discuss the issue and make a plan.

## Policies on Student Conduct and Professionalism

The program has a dual responsibility to the students admitted into the program and to those with whom the student will work with in the future. Thus, the program must consider professionalism and ethics as part of students' evaluations. Program students are required to abide by standards of the American Psychological Association (APA; <http://www.apa.org/ethics/code.html>) and evidence professional behavior becoming of a psychologist in training. Additionally, students in the program are expected to familiarize themselves with and comply with the University's [code of conduct](#). Failure to be aware of this code of conduct is not a reasonable defense for conduct violations.

Students are expected to exhibit professionalism becoming of mental health professionals. Examples of unprofessional behaviors include violation of the APA Ethical Principles of Psychologists and Code of Conduct (i.e., APA Ethics Code), failure to attend class regularly, recurrent or poorly managed conflicts with peers and/or faculty, impaired performance due to significant substance abuse or other reasons (e.g., unsafe behavior; insufficient engagement in course activities; repeated failure to demonstrate a level of professionalism or level of conscientiousness necessary for taking on clinical roles), commission of felonious or other significant illegal activity, cheating, and/or failure to demonstrate reasonable professionalism during therapeutic roleplays. In each case involving a lack of professionalism, the faculty will attempt to remediate the deficiencies in collaboration with the student and the Program Director. If remedial efforts are not appropriate or fail to improve the situation/condition, the student may be denied permission to register or may be required to withdraw from the program.

Consistent with APA standards, minor deviations from professionalism standards will be managed informally. The faculty member involved, the program director, or both will contact the student and speak to them about the issue (if a faculty member initiates contact, they will also alert the Program Director). If the student corrects the behavior, no further action will be taken. If the student fails to adjust, correct the pattern of behavior, or continues to engage in the problematic unprofessional behavior, a formal review process involving the members of the graduate committee will be initiated. The student will have the opportunity to share information as part of this review process. The graduate committee will review information related to the issue and vote on a plan (i.e., no action, remediation, probation, or forced withdrawal from the program). For unprofessional actions deemed egregious, a formal review will be initiated immediately. A student may be placed on probation or forced to withdraw from the program, even if their GPA is in good standing, due to unprofessional behaviors, unethical behavior, or behaviors that violate the University code of conduct.

### General Expectations for Graduate Students

The psychology graduate programs prepare students for either careers as licensed health care professionals or professional work in health care research. As such, the program expectations are that students adopt this professional identity. As part of this expectation, the graduate program offers a variety of additional learning experiences in the form of seminars and brown bag discussions. Examples of these include intake

interviewing, nutrition and health, and the application of yoga and mindfulness in health. While it is not expected that students attend all extra learning experiences, it is expected that they attend a substantial number.

## Department Policies and Procedures

### Procedures for Dealing with Problems

Though conflict between students and faculty is not expected, if a problem should arise it is important to maintain a professional demeanor and address the issue with the appropriate individuals. The first step is to attempt to address the issue with the person privately and in a non-defensive manner. If the student does not feel comfortable addressing the individual or if the matter is not adequately resolved, the next step would be to speak to an instructor or the Program Director. If the matter remains unresolved, the [Behavioral Sciences Department Chair](#) or the [Student Ombudsperson](#) should be consulted ([ombuds-office@umich.edu](mailto:ombuds-office@umich.edu)). In addition, the College of Arts, Sciences, and Letters has also established [Student Grievance Procedures](#) and [Grade Appeal Procedures](#). The University has a number of [policies that prohibit discrimination, harassment, and misconduct of any kind](#).

### Procedure for Dismissal from Program

If a student conducts themselves outside of APA Ethics Code, engages in illegal activity, demonstrates a pattern of unprofessional behavior, fails to maintain academic standards, exhibits impairment or failure to improve or develop sufficient clinical skill, and/or repeatedly fails to show sufficient engagement in coursework, the student may be required to withdraw from the program. In this case, the student will be contacted by the representatives of the University of Michigan-Dearborn and/or Program Director and the appropriate course of action will be followed to maintain the integrity of the program.

If for any reason a student finds it necessary to withdraw from the program, the student is strongly advised to discuss this with the Program Director. If withdrawal is necessary, the Program Director will advise the appropriate course of action.

### Additional University Policies

University Policies regarding student rights, discrimination, harassment, sexual and gender-based misconduct, prohibitions regarding sexual, romantic, amorous and/or dating relationships between teachers and learners, and employee-student/supervisor-employee relationships can be found here: [University Policies | University of Michigan-Dearborn \(umdearborn.edu\)](#).

## Other Important Information

Graduate Study (4<sup>th</sup> floor; CASL building)



Students will be given a key to access room 4059 CASL Bldg. Students will be given a mailbox in this room and should check the mailbox for information. This room can be used for graduate study; however, students should leave the room if other organizations/groups or faculty have the room signed out. Furthermore, although students are encouraged to use this room as a meeting space, it is important to keep the noise level to a minimum as there are faculty working in nearby offices. Each student will be required to return the key to the program director prior to graduating. For more information please see the university [key policy](#).

### **Campus Map & Building Acronyms**

An map the UM-D campus and a description of all building names (and building acronyms) can be found here: [Campus Map](#). provides free counseling services to graduate students. Counseling is provided by licensed psychologists as well as counselors for individual personal counseling, couples counseling, and group therapy. Confidentiality policies are strictly enforced in accordance with Michigan Privilege Communication Statutes.

### **University Acronyms**

The university employs several acronyms to describe departments, buildings, procedures, and so on. As such, the University has created a webpage that defines acronyms (in alphabetical order). Definitions for all University acronyms are located here: [University Acronyms](#).

### **Counseling Services**

UM-Dearborn provides free counseling services to graduate students. Counseling is provided by licensed psychologists as well as counselors for individual personal counseling, couples counseling, and group therapy. Confidentiality policies are strictly enforced in accordance with Michigan Privilege Communication Statutes. No information may be released without written permission, nor any information regarding counseling be entered on a student's college record. If in need of counseling, please contact [Counseling & Psychological Services](#) at 313- 593-3263 or visit the office located at 2157 James C Renick University Center (UC).

### **Disability & Accessibility Services**

All students who need accommodations or who have special needs that require services to aid in student learning or to provide accommodations must register and work with the [Office of Disability and Accessibility Services](#).

### **Financial Aid & Scholarships**



Financial aid may be available for qualifying graduate students. For more information on scholarships, grants, loans, and work study please visit the [Office of Financial Aid](#) website.

Graduate assistant positions are rare, and students should not expect to obtain a position as a graduate assistant, though there are occasional placements based on departmental needs. Students selected as graduate assistants are typically accomplished and recruited from the second year in the program to work with faculty to assist with first year classes, the running of the overall program, or as research assistants.

The Center for the Education of Women on the Ann Arbor campus awards approximately thirty-eight scholarships each year to qualified students. Qualifications include but are not limited to demonstrated financial need, and at least a 48-month interruption in education. The CEW recommends contacting their office after reading the qualifying requirements to confirm qualification. For more information, please consult the [UM-Ann Arbor Center for the Education of Women](#) website.

APA graduate members may be able to obtain a scholarship through the APA. The APA also offers travel scholarships for those students presenting at conferences. Please visit the [APA](#) website for more information.

### **Library and Computer Lab Hours**

The Mardigian Library contains areas for group and quiet study as well as a computer lab for student use. Students are required to purchase their own paper for printing. For hours and more computer lab information, please visit the [Mardigian Library](#) website.

The Behavioral Sciences computer lab is also available for student use. This lab is used by classes as well and, as such, the hours are variable by semester. Students are required to purchase or bring their own paper for printing.

### **Parking**

Students are required to have a current parking permit each academic year. The permit is free and allows students to park in designated parking lots on campus. At the beginning of each academic year students can contact the [Parking Services](#) website or visit the information desk in the University Center (UC) to receive the permit. Students must be registered for classes to receive a parking permit.

### **Student Health Insurance**

UM-Dearborn does not provide master's level students with a health insurance package. However, reasonably priced health insurance, as well as dental and vision coverage, is available. Please visit the [University Webpage on Health Insurance](#) for further information.

### **Other Frequently Asked Questions**

For more information about the programs and answers to frequently asked questions please see the [FAQ](#) link of the MS in Clinical Health Psychology website.