

# **Master's Degree in Clinical Psychology**

*Fall 2023 Edition*

**Department of Psychology**  
Nancy Stone, Ph.D., Chair  
615.898.2706

Psychology: <http://www.mtsu.edu/psychology/>

Clinical Psychology: <http://mtsu.edu/programs/clinical-psychology-ma/index.php>

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## Psychology Department

Academic Classroom Building, Suite 240  
(615) 898-2706

The Psychology Department at Middle Tennessee State University offers graduate study leading to the Master of Arts with an emphasis in Clinical Psychology. The Clinical Psychology program emphasizes a broadly based scientific practitioner approach. Graduates are prepared to pursue doctoral training and/or employment involving psychological assessment and diagnostic interviewing. Currently, the skills training does **not** prepare students to practice psychotherapy or professional counseling at the terminal master's level.

The program offers training in psychological assessment, including diagnostic interviewing and cognitive, personality, and applied testing. The curriculum and practica are designed to meet certification requirements for the State of Tennessee's Certified Psychological Assistant (CPA), the current master's level certification under the Board of Examiners in Psychology. Because of frequent changes in the Tennessee licensure and certification laws, however, we cannot guarantee that our program will fully meet the requirements when you apply for certification. We also cannot guarantee that you would meet certification/licensure requirements for other states.

In addition to the core requirements, the Clinical Psychology program offers training in two specializations. The first specialization is **general clinical**, allowing students to take a broad range of electives, including additional assessment courses. The second specialization is in **health/neuropsychology**. This specialization would be suitable for students who wish to enhance their knowledge of and skills in the area of neuropsychology and the links between physical and psychological health. It also would be an appropriate specialization for those interested in pursuing a doctorate in the areas of neuropsychology or clinical health psychology.

Facilities in the Psychology Department include a computer laboratory, remote access to the university computing facility, standard apparatus for human research, a library of many standardized psychological assessment tools, and laboratories with videotaping equipment.

## Clinical Faculty & Areas of Interest

**Paul S. Foster, PhD**

ACB 336, (615) 898-2007

[Paul.Foster@mtsu.edu](mailto:Paul.Foster@mtsu.edu)

Neuropsychology

(PhD, Virginia Tech)

**James Loveless, PhD**

*Program Coordinator*

ACB 361, (615) 898-5288

[James.Loveless@mtsu.edu](mailto:James.Loveless@mtsu.edu)

Clinical Health Psychology, Behavioral Medicine, Adult Psychopathology, Evidence Based Psychotherapy, Psychophysiology

(PhD, East Carolina University)

**Ciera Schoonover, Ph.D.**

*Admissions Coordinator*

ACB 331, (615) 898-2584

[Ciera.Schoonover@mtsu.edu](mailto:Ciera.Schoonover@mtsu.edu)

Parent-Child Interaction Therapy, Behavioral Parent Training Interventions, Disruptive Behavior Disorders in Childhood, Child Welfare, Adverse Childhood Experiences, and Childhood Traumatic Stress

(PhD, Central Michigan University)

**Chris Tate, PhD**

*Field Practicum & Comprehensive Exams Coordinator*

ACB 257, (615) 898-5452

[James.Tate@mtsu.edu](mailto:James.Tate@mtsu.edu)

Psychological Assessment, Behavioral Medicine/Health Psychology, Substance Abuse, Smoking Cessation

(PhD, Auburn University)

**Kim Ujcich Ward, PhD**

ACB 373, (615) 898-2188

[Kimberly.Ward@mtsu.edu](mailto:Kimberly.Ward@mtsu.edu)

Applied Behavior Analysis, Parenting and Family Functioning, Eating & Feeding disorders

(PhD, West Virginia University)

## Advisors

When you enter the Clinical Psychology program you are automatically assigned an advisor. This is usually based on the first letter of your last name or on your planned area of specialization. You have the option of keeping your assigned advisor or choosing another one.

You may change advisors at any time, but you must make sure that both the old advisor and the new advisor agree to the switch. Your advisor must approve any degree plan changes. Be sure to complete the online revision form to document and formalize any changes. You also must coordinate with your original advisor to transfer your file to your new advisor.

The online revision form can be found on the MTSU College of Graduate Studies website [here](#).

Advisors are an important reference source for completing the Clinical Psychology program. They can help you with your course selection, program changes, updates in licensure and certification requirements, and any other concerns or questions you might have about the program. You will be required to meet with your advisor at least once per semester to complete a "POD" (Permission of Department) form, prior to registering for the next semester. It also is suggested that you talk with a number of faculty for "informal" advice throughout your time as a student.

To make an appointment with your advisor, simply reach out by email or phone.

# Obtaining Your Master's Degree

To receive your Master's Degree, you must complete the following within the six-year time limit:

- 1) Complete the pre/corequisites as mentioned below
- 2) Be positively evaluated by a committee comprised of Clinical Psychology faculty
- 3) Successfully complete and present a thesis, or an advanced practicum with a formal case presentation
- 4) Pass a Comprehensive Examination
- 5) Complete a total of 43 semester hours, which include:
  - a. 31 semester hours of required core clinical courses
  - b. 3 semester hours of an off-campus practicum
  - c. 3 semester hours of thesis **or** 3 semester hours of an advanced off-campus practicum
  - d. 6 semester hours of approved electives in a specified track

## Graduation Requirements

Candidate must

1. demonstrate knowledge of the core areas of psychology by completing the following courses at either the undergraduate or graduate level (relevant courses offered at MTSU are listed in parentheses):
  - a. Group measurement/testing (PSY 4260/5260 or 6050);
  - b. Psychopathology (PSY 3230/5230);
  - c. Learning or cognition (PSY 4040, 4480, 5480\*, or 6190\*);
  - d. Social or developmental (PSY 2210, 2300, 4190, 4210/5210, 4610/5610, 6120\*, 6130\*, 6410);
  - e. Brain and behavior, sensation and perception, or research methods (PSY 3070/5070, 4780/5780, 4240/5240, or 4030/5030);
  - f. Basic statistics (PSY 3020)

*Courses marked with an asterisk (\*) may be counted as an approved graduate elective depending upon specialization.*

2. Complete a total of 43 semester hours, including at least 33 hours in psychology. Only 12 of the total number of hours may be dually listed (5000 level meeting in conjunction with 4000 or 3000 level) courses;
3. Complete PSY 6615, and PSY 6280 or PSY 6290 (PSY 3020 or equivalent is a prerequisite for PSY 6280 and 6290);
4. Complete either 3 credits of PSY 6640 or PSY 6860;
- 5.. Successfully write and orally present a written empirical thesis (associated with PSY 6640) or a clinical case project (associated with PSY 6860) evaluated by a committee of psychology faculty;
- 6.. Pass a written comprehensive examination prepared by the faculty in the student's concentration (may be taken no more than twice).

## Graduate Clinical Psychology Curriculum:

### Core Clinical Courses (Required of all students regardless of specialization)

PSY 5720 Cross-Cultural Psychology **OR** PSY 7100 Multicultural and Social Bases for Assessment and Intervention Practices

PSY 5780 Human Neuropsychology

PSY 6100 Intellectual Assessment

PSY 6101 Laboratory in Intellectual Assessment

PSY 6250 Objective Personality Assessment

PSY 6280 Psychological Statistics: Regression **OR** PSY 6290 Psychological Statistics: ANOVA

PSY 6510 Psychopathology

PSY 6615 Basic and Applied Research Methods

PSY 6640 Thesis Research **OR** PSY 6860 Advanced Field Practicum

PSY 6690 Professional Issues and Roles

PSY 6801 Interviewing and Interventions

PSY 6841 Techniques of Individual Psychotherapy

PSY 6851 Assessment Field Practicum

## General Clinical Specialization

Any two courses (6 hours) from the following list are required:

PSY 5480 Learning Theories	PSY 6390 Independent Research in Psychology: Clinical
PSY 5610 Adult Psychology and Aging	PSY 6400 Psychological Disorders of Children
PSY 6120 Developmental Psychology: Child	PSY 6440 Advanced Applied Behavioral Analysis
PSY 6130 Developmental Psychology: Adolescent	PSY 6500 Behavioral Methodology
PSY 6190 Advanced Cognitive Psychology	PSY 6520 Psychopharmacology
PSY 6280 Psychological Statistics: Regression	PSY 6770 Assessment and Therapeutic Interventions for Children's Emotional Problems
PSY 6290 Psychological Statistics: ANOVA	PSY 6780 Clinical Neuropsychology
PSY 6340 Behavioral Medicine: Theory and Application	PSY 7520 Assessment and Treatment of Addictions

## Health/Neuropsychology Specialization

Both of these courses (6 hours) are required:

PSY 6340 Behavioral Medicine: Theory and Applications	PSY 6780 Clinical Neuropsychology
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## Repeating Courses

Graduate Students earning a course grade of B- or lower who wish to repeat a course, can submit a **Request to Repeat Courses** form through the College of Graduate Studies website [here](#).

## Revision Form (Changes in Degree Plan or Advisor)

A Revision Form is an official record. Students must file a Revision Form if they change their catalog term, specialization/track, substitute courses, or switch their advisor. Any changes that impact their Course Program of Study as depicted on DegreeWorks must be made by filing a Revision Form. You must speak to your academic advisor before filling out the Revision Form.

To access your revision form, locate the form under the, "Forms for Current Graduate Students," heading on the College of Graduate Studies webpage [here](#).

You will be prompted to log in using your MTSU credentials to access your specific form.

Please be aware that there are additional dynamic forms on the College of Graduate Studies webpage under "Forms for Current Graduate Students" including the request to overload form, request to change name form and others.

## Liability Insurance

Liability insurance is required for all students entering the graduate Clinical Psychology program at MTSU. The purpose of the insurance is to protect you from liability in the event that a lawsuit is filed against you as a result of or during your work on your practica or in practicum courses. **You will not be allowed to enroll in any practicum or testing course if your insurance binder is not current.**

MTSU has never had a lawsuit filed against a student while enrolled at MTSU. In the event a lawsuit is filed against you, the insurance company will provide for your defense in court and any settlement against you. *Note: You do not have to be at fault to be sued; the legal proceedings may support your innocence, but someone has to pay legal fees.*

The policy you obtain must cover at least \$1,000,000 for each incident with a \$3,000,000 annual aggregate. Policies can be obtained easily from one of the sources below or from any insurance company that carries professional liability insurance. The cost of a policy varies from company to company.

Once you have purchased your policy, you must provide Kelly Grago (Academic Classroom Building, Suite 240) with a *copy* of the binder each year (the front page of your policy). Insurance must be obtained by the time you register for the program and must be maintained throughout enrollment at MTSU.

The following are some companies from which insurance can be obtained. Local insurance agents also may be able to write policies for you.

Trust Professional Liability Insurance  
Trust Risk Management Services, Inc.  
111 Rockville Pike  
Suite 700  
Rockville, MD 20850  
1-800-477-1200  
<https://www.trustinsurance.com/Insurance-Programs/Student-Liability>  
Annual Rate as of 08/10/2021: \$35

The American Professional Agency  
1-800-421-6694  
[www.americanprofessional.com/student](http://www.americanprofessional.com/student)  
Annual Rate as of 08/10/21: \$35

Note: Insurance may take a few weeks to obtain. Please plan accordingly.



## Skill Development Courses

These are classes in which students get hands-on experience in various aspects of clinical psychology. Each class has a different focus. Descriptions, prerequisites, and estimated hours required per week outside of class are discussed below. You also should refer to the course descriptions in the current graduate catalog.

### **PSY 6801 Interviewing and Interventions**

This class focuses on teaching students the fundamentals of rapport building, ideographic assessment via semi-structured clinical interviewing, clinical writing, and utilization of supervision. Students will each participate in a series of simulated clinical encounters wherein they will conduct diagnostic interviews while actively being observed by their instructor/co-instructor and peers. Following each encounter, students will prepare clinical documentation outlining the findings from their interviews and they will submit what they have prepared to the instructor/co-instructor for feedback. Additionally, following each encounter, students will schedule supervision meetings with the instructor to discuss their interviews, the associated cases, and other relevant topics. There are no prerequisites for this class. Students should be prepared to spend at least 5 to 10 hours a week outside of class towards the development of their interviewing skills and clinical writing.

### **PSY 6100 Intellectual Assessment and PSY 6101 Intellectual Assessment Lab**

This class involves administering and scoring intelligence tests given to volunteers, writing psychoeducational reports, practicing giving tests to classmates while supervised, watching and scoring videos of test administrations, recording and critiquing audio and video recordings, and preparing for tests over the material studied. Approximately six different intelligence tests are covered, with each student administering around 15 tests.

A prerequisite for this class is Introduction to Psychological Testing (PSY 4260/5260) or Psychological Testing (PSY 6050). Equivalent classes from other universities also are accepted.

In addition to registration fees and textbooks, students must buy protocols for the IQ tests. Plan to spend at least \$75.00-100.00 for protocols and other testing materials. Estimated time spent outside of class averages around 20-30 hours per week. *Note: Many students consider this to be the most time-consuming class in the Clinical Master's program. Plan accordingly!*

### **PSY 6250 Objective Personality Assessment**

This class features supervised experience in administration, scoring, and interpretation of objective personality tests. Emphasis is given to the history, organization, and interpretation of the MMPI, MMPI-2, and MMPI-3; however, the Personality Assessment Inventory (PAI) is also covered to a lesser extent. You will administer the MMPI-2 and MMPI-3 to volunteers. Also, you will be required to conduct interviews and will be required to videotape these interviews. Students in this course will prepare written evaluations based on information from these personality tests and interviews. You also may administer other personality tests to participants and write evaluations. A prerequisite class for this course is Introduction to Psychological Testing (PSY 4260/5260) or Psychological Testing (PSY 6050). Equivalent classes from other universities also are accepted. You also must complete Intellectual Assessment and Lab (PSY 6100/6101) before taking this class. Psychopathology (PSY 6510) is not a required prerequisite, but it is highly recommended prior to taking this course. No extra expenses are required for this class. Students typically spend 5 to 10 hours per week outside of class on coursework.

### **Questions Commonly Asked About Skill Development Courses**

- 1. How do I get the people I need for the classes?** For these classes, you are responsible for finding your own participants to take the tests, although your instructors may aid in the process. In Intellectual Assessment, participants may be retested depending on their ages and the specific tests administered (both children and adults are tested). Obtaining participants for Intellectual Assessment is time-consuming: Try to arrange for participants ahead of time. You also may have to obtain your own participants for Objective Personality Assessment. *Note: Immediate relatives may not be used as participants in any skill development course.*
- 2. How do I get into the courses?** In order to enroll for these classes, you need a POD (Permission of Department) Form. Every semester you will be asked to complete a form that states your intention to enroll in these courses for the next semester. Registration priorities are based on number of hours completed, progress in the program, and having a current insurance binder on file at the time the PODs are assigned.

# Field Practicum

## **PSY 6851 Assessment Field Practicum (Clinical)**

The field practicum requires students to apply all of the information learned in their other classes to a clinical setting. Because the clinical psychology program is designed to prepare graduates for certification in Tennessee as psychological assistants, the field practicum is structured to be consistent with the field practicum requirements described in the Tennessee Board of Examiners' Rules and Regulations Governing Certified Psychological Assistants. It is very important to plan ahead when preparing for your field practicum.

The field practicum requires that you work a minimum of clock 300 hours at the agency where you are assigned. Under most circumstances, the maximum you are allowed to work is 20 hours per week for 15 weeks. Using this period of time to complete the practicum provides you with some hands-on experience in the field of psychological assessment. Due to the 20 hour per week requirement, the field practicum may present you with considerable difficulties in terms of work schedule, childcare, etc. Please plan accordingly. For some practicum sites, deviations from the 20-hour per week requirement are acceptable. The Field Practicum Coordinator (FPC), however, must approve all exceptions, in writing, prior to the placement. All students on field placement also will meet bi-weekly with the FPC during the semester they are taking this course.

Often State Licensing and Certification Boards will ask for a listing of your clinical experiences. Therefore, you should keep records of number of clients seen (NOT NAMES!) and their approximate age, number of sessions, types of problems evaluated, number and types of tests administered, and supervision hours. A little work now makes licensing and certification later a lot easier. If you are considering pursuing doctoral training in clinical or counseling psychology, consider using the Time2Track service to log your hours. Many doctoral programs instruct their students to use Time2track as it integrates well with the Application for Psychology Internships (APPI). While logging hours with this service requires a fee (paid monthly, annually, and beyond), students always have access to their logs after they have been created. To learn more about Time2track, please go [here](#).

## **Prerequisites**

The field practicum comes toward the end of the master's program. There are prerequisites that must be completed *before* you can begin your field practicum. The prerequisite classes are:

- Psychopathology (PSY 6510)
- Intellectual Assessment and Lab (PSY 6100 and 6101)
- Techniques of Individual Psychotherapy (PSY 6841)
- Objective Personality Assessment (PSY 6250)
- Interviewing and Intervention (PSY 6801)
- Professional Issues & Roles (PSY 6690)

In addition to completing the prerequisites, your professional liability insurance must be current, and you must receive approval from the clinical faculty and the FPC prior to contacting potential practicum sites.

## **Steps to setting up and registering for Clinical Assessment Field Practicum**

Chris Tate, Ph.D.,  
Field Practicum Coordinator  
ACB 257, (615) 898-5452  
E-mail: James.Tate@mtsu.edu

1. Make an appointment with the Field Practicum Coordinator during your first year in the program to describe the field practicum experience that you would like to have. Within one week after your meeting, file a written description of your ideal practicum site and your long-term career goals with the coordinator. If your plans and goals change during your Master's program, update your materials with the coordinator.
2. Each graduate student should meet with the Field Practicum Coordinator to discuss the practicum application process the semester before the student plans to enroll in practicum (PSY 6851). During this meeting, the Field Practicum Coordinator and the student will discuss practicum procedures and options. The student should download and bring a copy of the Field Practicum Application approval form to the meeting. Deadlines for submitting the completed Field Practicum Application Approval Form to the Field Practicum Coordinator are October 1 (for Spring practicum), March 1 (for Summer practicum), and April 15 (for Fall practicum).
3. Field Practicum Application Approval forms will be reviewed by the clinical faculty within a month after the deadline, and students will be notified by the Field Practicum Coordinator as to their status. After this approval process is completed each semester, a field practicum meeting will be held for those students who have been approved to go on practicum the following

semester, and permission to contact practicum sites and contact information will be given to all approved practicum students.

4. Field Practicum Guidelines can be obtained from the Field Practicum Coordinator. All required forms, including Supervisor Agreement forms, will be provided by the Field Practicum Coordinator. **As soon as the signed Supervisor Agreement form is returned to the coordinator and a current insurance form is filed with Kelly Grago (Academic Classroom Building, Suite 240), the student will receive a POD to enroll in Field Practicum. Liability insurance coverage must be maintained throughout your placement.**

5. Students in Field Practicum will be required to attend scheduled bi-weekly meetings on campus with the FPC. Topics covered in Field Practicum meetings on campus include: licensing and certification information, ethics, professional issues, problems/solutions in clinical work, employment, and content not typically covered in graduate coursework. An exam over this material must be successfully completed at the end of the practicum class.

### **Dress Guidelines**

Although what is considered appropriate dress will vary from practicum site to practicum site, and the practicum student should ask their on-site supervisor if there is a dress code (and if there is dress code documentation available), if the practicum student adheres to the following, they will likely not run afoul of a particular site's dress code.

1. Because you will likely be unaware of any dress code at a practicum site prior to interviewing, it would be a good idea to dress formally for this interview, as if you were interviewing for an employment position. You want to make as good an impression as possible. During the interview, you can inquire about a dress code and determine whether, if you eventually perform the practicum at that site, if formal dress is appropriate or whether you can dress less formally.

2. Business casual will typically be sufficient. This includes khaki/dress pants, an ironed (if necessary) buttoned down or a polo shirt, belt, and dress shoes with socks OR a dress/skirt with hemline no more than 1 inch above the knees, ironed (if necessary) blouse, shoes.

3. The following are to be avoided: Facial piercings or piercings on the head with the exception of a single piercing on the earlobes, visible tattoos, shorts, t-shirts, tennis shoes, flip flops, hair coloring that is not a natural color, and ungroomed facial hair.

### **Questions about the Field Practicum**

1. **Can I take classes while I do the Field Practicum?** Yes, but you must have finished all of the prerequisites before you take the Field Practicum. Most students choose to work on their thesis while doing their Field Practicum. Please note that carrying a heavy course load in addition to Field Practicum could interfere with the requirements of your practicum site.
2. **Do I have to pay for the credit hours I take for my Field Practicum?** Yes.
3. **Can I set my own schedule within which I can work my required hours?** It depends on the agency. The most critical factor, however, is being supervised while working with clients.
4. **Can the agency pay me for my Field Practicum?** As per the Rules and Regulations Governing Certified Psychological Assistants, the Field Practicum must be distinct from work experience, thus you cannot be paid for Field Practicum work.

## **Comprehensive Examination**

### **About Comps**

The comprehensive exam is taken at the end of students' program of study. It is an all-essay exam that is designed to not only test knowledge of material presented in the core required courses, but also the thoughtful application and integration of such in the provision of clinical work. While the knowledge and skills necessary for this successful completion of the comprehensive exam are covered in the program's core classes, students have the ability to tailor the exam to match their particular training interests (i.e., adult clinical psychology, child/adolescent clinical psychology, neuropsychology, or clinical health psychology). Regarding coursework, if a course were transferred-in from another university or another graduate program, students are still responsible for the content of the course as it was taught in the Clinical Psychology program at MTSU.

### **Design of Comps**

In this all-essay exam, students will be presented with 4 clinical vignettes that will feature presentations about which they will have learned in their coursework (i.e., an adult clinical presentation, a child/adolescent clinical presentation, a neuropsychology

presentation, and a clinical health psychology presentation). Students will pick **one** vignette, and answer a set of **four** standardized essay questions that will address each of the following content areas:

1. Knowledge of Clinical Interviewing & Patient Information
2. Test Selection & Rationale
3. Data Integration, Diagnoses and Rule Outs, & Recommendations
4. Ethical Considerations

### **Preparing for Comps**

A high engagement in one's coursework is necessary but not sufficient preparation for the comprehensive exam. Students should take the time to carefully review previous course readings, notes, and assignments as they relate to clinical interviewing, nosology, test selection, data integration, recommendation writing, and professional ethics. Many students form study groups to review these materials together.

### **Registering for Comps**

Students are eligible to take the comprehensive exam after they have completed all core courses in the program. Prior to registering for the comprehensive exam, students should be sure to discuss it with their advisor to determine readiness.

When students so decide to take the comprehensive examination, you can register online at the Psychology Department website [here](#).

If you have any questions concerning the comprehensive exam contact the Comps Coordinator, Dr. Tate.

### **Administration & Evaluation**

The comprehensive exam is generally administered usually in March, July, and October. Students are given four hours to complete the exam, and they will be allowed access to the following reference materials which will be provided: DSM 5-TR, ICD-10, the *Ethical Principles of Psychologists and Code of Conduct*, and the TN state statutory codes relevant to the practice of psychology.

Once students have finished their exams, they will be turned-in, and then de-identified using an assigned code-name. A committee of three faculty members then evaluates the de-identified student responses, first individually, and then as a committee to determine a final score for each exam. After the exams are completed, it generally takes around two weeks for grades to be reported. The length of time between taking the comprehensive exam and receiving a grade will vary, however, according to how many people who take the examination at given time.

The comprehensive exam is graded on a Pass/Fail basis. The combined point value of all four questions is 100 points, with the first two questions (related to the first two content areas above) being worth 30 points each and the latter two questions (related to the latter two content areas above) being worth 20 points each. Students must score at least 75% of the total to pass the exam.

### **Questions about Comps**

1. **Do Comps cost money or give you credit hours?** No.
2. **Can you retake Comps if you fail?** Yes, but only once. If you fail the second time, you may appeal, but it is possible that you may not receive your degree.

**Note:** If you have a disability that may require assistance or accommodation, you need to contact the Clinical Comps Coordinator (currently Dr. Tate) when you sign up for comps. The Clinical Comps Coordinator will require a letter from the Disability and Access Center (615-898-2783) verifying the disability and addressing the accommodation(s) requirements that needs to be made.

3. **Do you have to be enrolled at MTSU the semester you take Comps?** Yes. It is a requirement of the College of Graduate Studies. You must be enrolled for at least 1 credit.

## Final Capstone Selection: Empirical Thesis or Clinical Case Project

There is often a wide variety of professional goals represented among the students who are admitted to our program. Some students want a career either in science or doctoral level practice, while others want to remain at the master's level working in the various clinical and administrative roles for which our training allows. To better support this heterogeneity of interests, we have developed two different summative capstone experiences which will allow students to critically apply what they have learned throughout their training to complete a project that will be facilitative of their professional development. The first of these is an empirical thesis which is designed for students who would like a career in science or anticipate seeking further training at the doctoral level, while the second is a clinical case project to be completed as a part of an additional 100-hour advanced practicum which is designed for those students more interested in a career in clinical practice.

Students are required to complete one of these two projects to successfully complete the program, and they are encouraged to start discussing which of two options would be most beneficial for their professional development with their advisors soon after starting the program. **Students should make their selection as to which of these two projects they would like to complete by the end of their second full semester.**

### **Empirical Thesis**

The empirical thesis is a research project that you develop, implement, and write up using the format of a standard empirical research study in psychology. It involves a literature review, a statement of hypotheses, use of standardized psychological tests or other measuring instruments, statistical analyses of the data, and writing your conclusions. The thesis must be written in APA style.

Deciding on a topic for your thesis can be done by researching areas you are interested in at the library. You can make the final decision by approaching those professors with whom you would like to work and finding out if they are interested in working on that topic with you (and have the time and the expertise to do so).

You sign up for variable credit (1-6 hours) when registering for thesis (PSY 6640). You must enroll for at least 1 credit hour of thesis each semester from the time you begin working on the proposal until you finish. You will receive either an "S" (satisfactory) or a "U" (unsatisfactory) grade for each semester you are registered. Keep in mind that it will probably take at least one calendar year to complete your thesis. You need 3 hours with an "S" to complete your thesis. Consult with your advisor before registering for thesis credits. Note that the Graduate Catalog states: Once the student has begun taking thesis research, he/she is expected to enroll in at least 1 semester hour of thesis research (PSY 6640) until the thesis is completed.

Please be aware that federal student loans will cover up to a total of 6 credit hours of thesis work.

Once each semester the Records Office sends out class rolls to all instructors requiring that they identify students who are not actually attending courses for which they are enrolled. For financial aid purposes, it is important that you are putting in a commensurate amount of effort for the number of thesis credits for which you are enrolled. The bottom line is that if you are signed up for thesis credits, you need to have contact with your advisor on a regular basis and put in the number of hours that are commensurate with your thesis credits. If you sign up for thesis credits and do not meet with your advisor and/or do not put in the required amount of work, not only may you receive a "U" for thesis, but this may have negative implications for your financial aid. We urge you to consult with your thesis advisor about his/her expectations for the number of hours you need to work on your thesis each week.

### **Thesis Committee & Selection**

You must select a thesis committee that consists of a Thesis Advisor and two Committee Members. Your committee can be made up of anyone on the psychology faculty, but someone on your committee must be a core Clinical Faculty Member (see page 4). The Thesis Advisor is the person with whom you will work most closely. This person should have an interest in your topic and will give you direction and guidance from your thesis' inception to its final approval. The Committee Members also should have some interest in your topic but they are not as involved in the process as the Thesis Advisor. They will provide advice and suggestions from beginning to end. It is important to choose faculty for your committee with whom you can easily work, and who are knowledgeable about your topic.

You must submit an Advisory Committee Form (found [here](#)) to formally establish your committee and chair. This should be done in the beginning stages of the writing process, before your proposal.

### **Thesis Proposal Approval Form**

You must submit a Thesis Proposal Approval Form (found [here](#)) upon completion of your proposal and once your study has been approved by the IRB. You will need to print and sign it or obtain digital signatures of your committee members.

### ***Thesis Timeline***

The time needed to complete a thesis and each of its parts will vary depending on the complexity of the study, the form of data collection, and other variables. Plan on about one year of work.

### ***Proposal***

Plan on using at least one semester for completing the proposal process. Although there are no formal deadlines for submitting a proposal, there are several factors to consider:

- IRB Review (see detailed explanation of such [here](#)).

During the regular academic year:

- Expedited reviews generally are completed one to two weeks after submission.
- Proposals for full review are considered once a month. Proposals are due two weeks before the meeting. Consult with your thesis chair or the website above to find out the exact dates for the semester for which you want to submit your proposal.

During the summer:

- It is best to have your proposal reviewed during the regular academic year.
- Obtaining IRB approval is less predictable in the summer and will generally take longer. The procedures for obtaining full review vary from summer to summer.

Note: If you are conducting research at another institution, that institution also will have to give approval. You need to consider that each place has its own procedures, and time for approval may vary.

- When meeting with your chair or your committee about your proposal, submit the proposal to them for review at least one week in advance or obtain digital signatures of your committee members.
- Faculty members have varying schedules in the summer and take their vacations at different times. Additionally, some faculty members are generally not on campus during the summer. Plan accordingly.
- Committees do not always approve a proposal at the first meeting.
- The library is not open as much over the various breaks.

### ***Completion of Thesis***

- Dates for the thesis to be submitted to the graduate office vary from semester to semester. Please consult the Graduate Studies Academic calendar for the exact dates. Generally, the dates are:

Fall:	mid - late October
Spring:	mid - late March
Summer:	mid - late June

- The thesis needs to go to your thesis committee at least one week before it is due. Again, please keep in mind that your committee may (most likely will) require changes in your thesis. These changes will have to be made before the thesis is submitted. Thus, it is better to give your committee a copy of your thesis at least three weeks before the due date. Do not wait until the last minute.

### ***Thesis Presentation***

Once you have completed your thesis, the final step is to present it. This can be done in a variety of ways, such as presentation at a professional meeting. Actual presentation of your thesis at a professional meeting is not necessary prior to graduation, as long as it has been accepted for presentation before you graduate. Professional meetings can include the annual meetings of national (e.g., American Psychological Association), regional (e.g., Southeastern Psychological Association), or state (e.g., Tennessee Psychological Association) organizations. Consult with your thesis advisor before you present your thesis.

### **Suggested Procedure for Thesis**

- Suggested Procedure for Thesis At every stage, consult with your Thesis Advisor, and if necessary, your Committee Members
- Select a topic; find a Thesis Advisor who will work with you
- Select two Committee Members
- Do a comprehensive and exhaustive literature review of your topic
- Decide on a hypothesis or hypotheses to test
- Create a study to test your hypothesis(es)
- Write your proposal
- Submit it to your Thesis Advisor for review
- File your advisory committee form for your thesis using link 'Advisory Committee form'
- Make changes (repeat as often as is necessary)
- Submit your proposal to your thesis committee at least one week prior to the thesis proposal meeting
- Set up a meeting with your thesis committee to get their comments and decision on approval of your proposal
- Make changes (repeat as often as is necessary)
- When approved, have your committee members sign the Thesis Proposal Approval Sheet
- Submit an Institutional Review Board (IRB) form for your study (can be downloaded to your computer at <http://www.mtsu.edu/irb/forms.php>) to the Office of Compliance
- Submit Thesis Proposal Approval Sheet with your letter of approval from the Research Ethics Committee to Department Chair for approval
- After successfully completing the above steps, conduct your study and gather data. Note: You may not begin to conduct your study until this point
- Analyze the data
- Write up the results
- Submit completed thesis for review to your thesis committee
- Schedule and complete a thesis defense meeting
- Make changes to thesis (repeat as often as is necessary)
- Submit Thesis Approval Form (found [here](#)), this form will be sent to you committee, program director, and the college of Graduate Studies
- Pay thesis book binding fee using the provided link [here](#)
- Forward your receipt to the department of psychology administrative assistants
- Submit publishing agreement form (found [here](#))
- Before submitting thesis to the graduate school, you must check it for plagiarism. Your advisor should have a "Turn It In" drop box available for you.
- If you have not done so already, set up an account for ProQuest. Upload your thesis in a pdf format. ProQuest will offer you the chance to buy a bound thesis. Check no
- Make any changes that the Graduate School requires before due date in the Academic Calendar (usually six weeks before the end of classes in a semester)
- Once the Dean of Graduate Studies approves, email the department secretary your PDF copy of your thesis so that they can make bound copies of it
- Present thesis
- Submit the IRB Final Report (found [here](#))

### **Thesis Resources**

Here are some books that have been very helpful to students working on their theses:

1. *The Publication Manual of the American Psychological Association, 7th ed.* (Available from Phillips Bookstore)
2. *Dissertations and Theses from Start to Finish, 3rd ed.* by J. D. Cone and S. L. Foster. (Available from the APA and from the bookstore)

### **College of Graduate Studies' Resources**

1. *Thesis and Dissertation Manual* (found [here](#))

### **Questions about Your Thesis**

1. **Is any financial assistance available for my thesis?** There are no monies available at MTSU for aiding you with

research costs. You must provide for these costs on your own. You might be able, however, to get private foundations to help you. Funding may be available for Psi Chi student members; information on their research awards and grants can be found at Local: [Psi Chi website](#) or National: [Psi Chi website](#). Explore these options with your advisor or other faculty.

2. **Is there travel money available if I present my thesis at a conference?** The Dean of the College of Graduate Studies, upon recommendation of the Graduate Council, may award grants of up to \$500 to graduate students for travel related to presentation of research and creative scholarship at major conferences and venues. Applicants should make a case for need, and present evidence of acceptance of proposals for presentation. Priority funding will go first to graduate students presenting results of research or creative scholarship as either the sole author or the primary author(s) of a multiple authorship work. The applicant must be currently enrolled during the semester of travel. The Student Affairs and Travel Sub-Committee of the Graduate Council will consider applications shortly after receipt and awards will be made until existing funds for the semester are exhausted. Please direct application queries to the College of Graduate Studies (615-898-2840). Student Travel Application forms are available [here](#). Please talk to your advisor about possible funding available through the Psychology Department's Custom Textbook committee.
3. **Where can I get statistical help for my thesis?** Ask your committee members or your academic advisor for suggestions on how to get help.
4. **Where can I see completed theses?** The MTSU Library has a collection of theses authored by MTSU students (some who now teach in the Psychology Department). You can also access more recent theses through the online library database (found [here](#)). Additionally, your Thesis Advisor or Academic Advisor may have a collection of theses by students whom they have supervised.

### **Clinical Case Project**

The clinical case project is an applied activity wherein students will prepare and present a formal written case report associated with a patient for whom they provided care. This project is meant to be equivalent in workload to the empirical thesis capstone, and it is to be completed as a part of PSY 6860 Advanced Field Practicum.

#### ***PSY 6860 Advanced Field Practicum***

Students who have elected to complete the clinical case project capstone will need to register for PSY 6860 Advanced Field Practicum. This 3-credit hour course should be taken the term immediately following PSY 6851 Assessment Field Practicum, and should be considered an extension of such. For this course, students will continue to work in a field placement for an additional 100 hours of supervised clinical service. Additionally, students will be expected to work with their site supervisor, Advanced Field Practicum Instructor, and another clinical psychology faculty member (collectively referred to as the case project committee throughout the remainder of this section) on the completion of the clinical case project. As with PSY 6851 Assessment Field Practicum, students will need to keep a detailed log of their clinical activities and be prepared to share it with their Advanced Field Practicum instructor at any point during the semester. Additionally, students should expect to meet with their Advanced Field Practicum instructor on a weekly or bi-weekly basis to review logs, discuss cases, and address issues related to the completion of the clinical case project.

As with PSY 6851 Assessment Field Practicum, students must obtain a signed Supervisor Agreement from, and submit that to the FPC. Students will also need to maintain their professional liability insurance policies throughout their advanced practicum placement. Students will only be allowed to enroll in PSY 6860 Advanced Field Practicum after the Supervisor Agreement form has been filed with the FPC and their professional liability insurance policy has been verified to be current.

#### ***Clinical Case Project Written Report and Presentation***

To complete the clinical case project, students will need to prepare and present a formal case report detailing the completion of an assessment case that the students conducted or assisted with conducting during PSY 6851 Assessment Field Practicum or PSY 6860 Advanced Field Practicum. At the very beginning of the semester or term in which students take PSY 6860 Advanced Field Practicum, students should work with their primary site supervisors and their Advanced Filed Practicum instructor to select a case. For the purposes of this project, it would be best to select a case that has a clear referral question and complete (or expected to be complete) collection of assessment data.

Importantly, issues related to informed consent should be discussed with the site supervisor. Agencies and practices differ widely with respect their policies on the use of collected de-identified clinical data for academic or pedagogical purposes (i.e., some include clauses related to such in the informed consent documents that patients/clients sign prior to entering into care, while others do not). In either case, it will be necessary to obtain the informed consent of the patient or client who will be the focus of this case report project. If this was obtained as a part of the normal procedures associated with the practicum site, then the site supervisor should write a brief



letter attesting to such. If not, then informed consent will need to be obtained in accordance to the practicum site's policies related to privacy and data management. After informed consent has been obtained, then the site supervisor should write a brief letter attesting to such. Students will not be able to proceed with their clinical case projects until this informed consent has been verified by the Advanced Field Practicum instructor.

Once a candidate case is selected and informed consent verified, students should finalize their case project committee by searching for an additional clinical faculty member who has some expertise with population or type of evaluation that will be the focus of their case reports. Once the final case project committee member is identified and the committee agrees upon the candidate case, students can proceed with writing the formal case report.

The formal case report is expected to be a comprehensive presentation of the selected case that included a review of the relevant research literature as well as a discussion of the case itself. The following components should be present:

**Empirical Background.** A focused literature review drawing supported conclusions with regard to best clinical practices or lack thereof, as relevant to the case. It should include:

- Contemporary information regarding the referral question/presenting concern should be reviewed, including its epidemiology, etiology, assessment, and treatment (as is relevant)
- Particular care should be taken to explore issues related to assessment including the identification of rule-out diagnoses (if relevant) as well as some discussion of the most evidence-based assessment tools or methods used in the assessment of the referral question/presenting concern

**Case Presentation.** A formal presentation of the case which provides the reader with:

- A good understanding of the referral question/presenting concern
- The ideographic patient/client data drawn from the clinical interview and behavioral observations
- The nomothetic data drawn from the assessment administration
- A presentation of the diagnostic impressions and case conceptualization as driven by the integration of all gathered data
- Some evidence-based recommendations related to the assessment findings
- A discussion of relevant ethical considerations
- A discussion of the professional development gained from completing the case project

It is expected that this case report will be well-written, formatted in APA's most up-to-date formatting style, and of sufficient detail and quality to be of value to a professional audience. Once this document is prepared and determined to be of adequate quality by the Advanced Field Practicum instructor, then the case report document will be distributed to the remainder of the case project committee for review. The committee should be provided approximately two weeks to review the document, after which a defense meeting should be scheduled with the committee. The presence of the site supervisor at this meeting is optional; however, students will need their site supervisor's final approval for the successful completion of the project. For the defense meeting, students will need to prepare a formal presentation of their case report and come prepared to answer critical questions related to the case.

Successful completion of the project is determined by the quality of both the case report document and the formal presentation of the case. Constructive feedback from the case project committee should be expected, and in some instances, edits to the case report document may be required before the committee agrees that project has been successfully completed.

## Employment as a Psychometrist Before Graduation

It is not uncommon for field practicum sites to offer employment to good students who skillfully complete their practicum experiences. While these are certainly exciting prospects for those students who are expecting to graduate soon after the completion of their field practica this poses certain challenges for those students who still may have remaining programmatic requirements to complete. Beyond the time commitments required of full- or part-time employment in a mental health agency, there are also legal issues which must be considered.

Tennessee state law prohibits individuals from providing clinical services without the proper credentials (certifications, licenses, etc.; [Tenn. Code Ann. § 63-11-201](#); [Tenn. Code Ann. § 63-11-207](#)). For students, this means that it would be illegal for them provide psychometry services for these agencies as they will have not yet graduated and been granted the Certified Psychological Assistant credential by the Tennessee Board of Examiners in Psychology. Now, the law does allow for students to engaged in supervised practice for the purposes of their training ([Tenn. Code Ann. § 63-11-206](#)), which is why students are able to complete field practica experiences. According to the Tennessee Board of Examiners in Psychology, students must be enrolled in a practicum to provide clinical services, with practicum defined as, "a supervised training experience organized by a graduate academic psychology training program for the specific purpose of applied skill development appropriate to the areas of preparation" ([Rule 1180-04-02](#)).

Those students, who do not anticipate graduating soon after the completion of practicum and want to accept an offered psychometrist position need to be enrolled in a practicum to legally do the work. The course that the clinical faculty have set-up to facilitate this is PSY 5750 Apprenticeship: Pre-Clinical. This is a one to three credit hour course in which these students will need to enroll with the FPC. Of note, the same enrollment procedures that apply to the PSY 6851 Assessment Field Practicum and PSY 6860 Advanced Field Practicum apply. Students must acquire and file a signed practicum agreement form with the FPC and they must maintain their professional liability insurance policy through out the course. Other requirements may be required for enrollment as determined by the FPC.

Importantly, if students intend on maintaining employment with a mental health agency and anticipate that their positions will require performing psychometrists' work, then students must be enrolled in at least one credit of PSY 5750 Apprenticeship: Pre-Clinical every term until graduation or until their employment ends (whichever comes first). Failure to do so will be considered a violation of the ethical and professional behavior expected of students.

As always, students are strongly encouraged to speak with their advisors before agreeing to accept these types of positions.

## Intent to Graduate Form

As stated in the Graduate Catalog: An [Intent to Graduate Form](#) is available on-line. Check the College of Graduate Studies website for the filing deadline for each semester, but it is generally around the first week of the semester in which the student intends to graduate. Don't wait until the last minute to file it, because there is a very restrictive time period for filing this form. Students also must pay graduation fees at the Business Office, and complete the College of Graduate Studies exit survey. Please be aware that if you have filed an intent to graduate form, but did not graduate, you must refile an intent to graduate every semester until you graduate.

### Request to Withdraw Intent to Graduate Form

If you have filed an Intent to Graduate Form, but later realize you will not actually be graduating, you must submit this form (Request to Withdraw Intent to Graduate Form) to alert the College of Graduate Studies.

[Request to Withdraw Intent to Graduate Form.](#)

Because Intents are due early in the semester, some students realize after filing their Intent that they will not meet the requirements for degree conferral. If you have submitted an Intent, but do not actually graduate, you will not be able to register for classes again until you file this form. Once you complete all requirements and are ready to graduate in a future semester, you will need to submit your Intent to Graduate Form again.

## Ethical Behavior

Professional psychologists adhere to a specific set of Principles and Code of Conduct as published by the APA in the *Ethical Principles and Codes of Conduct*. As a student of psychology, you are required to follow the same code of ethics. Ethical and professional behavior both in and out of the academic environment is required.

### Academic Integrity and Misconduct at MTSU

Middle Tennessee State University strives to promote values and attitudes that are reflective of solid academic character and integrity. For this reason, MTSU expects each student to complete assignments that are original and reflective of that individual student. Academic integrity is an essential component of a quality education. When students participate in behavior that is considered to be academic misconduct, the scholarly value of their education is lessened. MTSU policies and procedures can be found [here](#).

### Academic Misconduct Defined

At MTSU, "Academic misconduct may consist of acts of plagiarism, cheating or fabrication" (III:00:08 Academic Misconduct), or any such acts. These behaviors are defined as:

(1) "Cheating. Using or attempting to use unauthorized materials, information, or aids in any academic exercise or test/examination." The term academic exercise includes all forms of work submitted for credit or hours.

(2) "Fabrication. Unauthorized falsification or invention of any information or citation in an academic exercise."

(3) "Plagiarism. The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper attribution. This includes self-plagiarism, which occurs when an author submits material or research from a previous academic exercise to satisfy the requirements of another exercise and uses it without proper citation of its reuse."

Plagiarism is described further in the Harbrace *College Handbook, 11th Edition* (1990, pp. 424, 426, and 427):

You must acknowledge all material quoted, paraphrased, or summarized from any published or unpublished work. Failing to cite a source, deliberately or accidentally, is plagiarism. A paraphrase is a restatement of a source in about the same number of words. Your restatement of someone else's words should honor two important principles: your version should be almost entirely in your own words, and your words should accurately convey the content of the original passage. If you simply change a few words in a passage, you have not adequately restated it. You may be charged with plagiarism if the wording of your version follows the original too closely.

Plagiarism can include:

- Copying another student's work.
- Utilizing the wording of another author's work in your paper and not citing the author in your references.
- Using the ideas of another author in your work without citing that author in your references.
- Restating an author's works too closely.

It also is unethical to turn in the same or similar paper to two professors and claim each as an original product for a class assignment. The potential consequences for plagiarism at MTSU vary from failing the class in question to dismissal from the university.

### **Ethical and Professional Behavior**

Members of the clinical faculty at MTSU take very seriously their responsibility to ensure that graduates of our program do no harm, intentionally or unintentionally, to consumers of psychological services. As students in a clinical psychology master's program, you are in training to work with clients who will be emotionally vulnerable and may be a danger to self or others. Therefore, your ability to perform adequately in your professional role is dependent upon both an adequate knowledge base and adequate competence in areas such as emotional maturity, ethical development, interpersonal sensitivity, social skills and ability to work under supervision. Students in the Clinical Psychology program must show sufficient professional development and psychological well-being so that they will not do harm to their clients. Failure to show sufficient development may result in requests for remediation or, in extreme cases, dismissal from the Clinical Psychology program at MTSU.

Problems in any of the above areas are referred to the student's advisor and/or the Committee for Student Development (CSD). The CSD consists of clinical faculty members and was organized to resolve ethical issues that might affect a student's performance in his/her professional role. The focus of the CSD is on enhancing student development and working with a student to resolve problems. All students are required to be familiar with and abide with the *Ethical Principles and Codes of Conduct* of the American Psychological Association.

All students are evaluated each year by the clinical faculty regarding their progress in the program and professional development.

## **FERPA Statement**

While FERPA generally prohibits the disclosure of student PII (personal identifiable information) contained in educational records without the written consent of the student, educational institutions may disclose information within the educational record without the student's written consent under certain exceptions. Specifically, FERPA allows educational institutions to disclose a student's information without prior written consent to other "school officials," including teachers, within an agency or institution who the agency of institution determines has a legitimate educational interest (see 34 CFR § 99.31(a)(1)(i)(A)). In addition, and according to the DOE's [website](#), "school official" is not defined in the FERPA regulations; however, the DOE has stated that it "generally interprets the term to include parties such as: professors; instructors; administrators; health staff; counselors; attorneys; clerical staff; trustees; members of committees and disciplinary boards; and a contractor, volunteer or other party to whom the school has outsourced institutional services or functions" (see the DOE website, entitled *FERPA General Guidance for Students*).

## How to File a Grievance or an Appeal

Should a student feel it is necessary to file a grievance or an appeal, the Middle Tennessee State University policies can be found in the Graduate Student Handbook, The Student Handbook, and The Graduate Catalog. Please consult these sources for policies relating to specific complaints. In general, however, an attempt should be made to resolve the issue first with the person(s) directly involved. If that fails, the issue should be taken to the coordinator of the Clinical Psychology program and/or the chair of the psychology department. A written appeal to the Dean of Graduate Studies would be the next step if the issue has not been resolved. [Appeals to the Graduate Council](#). As stated above, however, consult the handbooks and graduate catalog because committees already exist to handle certain complaints (e.g., The Grade Appeals Committee).

## Student Psychology Organizations

### American Psychological Association

750 First Street, NE  
Washington, DC 20002-4242  
1 (800) 374-2721  
[www.APA.org](http://www.APA.org)

### Tennessee Psychological Association

P.O. Box 281296  
Memphis, Tennessee 38168  
1 (901) 372-1015  
[www.tpaonline.org](http://www.tpaonline.org)

### Association for Psychological Science

1133 15th Street, NW Suite 1000  
Washington, DC 20005-2077  
1 (202) 293-9300  
[www.psychologicalscience.org](http://www.psychologicalscience.org)

### PSI CHI/Psychology Club

MTSU P. O. Box X034  
Dr. Tom Brinthaupt, Advisor  
(615) 898-2581  
[Psi Chi Honor Society](#)

## Financial Aid

**Graduate Assistantships** - The psychology department has a limited number of assistantships available every year. Graduate assistants may be assigned to work for a specific class, may work with faculty on research, show a film in class, administer an exam, or be assigned other duties. Assistantships are competitive. The application deadline is October 1 for spring assistantships and March 1 for fall assistantships. Application materials may be found at the psychology website [here](#).

**Research Assistant** - A number of faculty in the psychology department have money for research assistants built into their research grants. You must contact faculty members directly and ask about current or future grants. The amount of money is dependent upon the grant.

**College Work-Study** - You may be eligible for the college work-study program. As part of this program you could work at a number of jobs around campus. It is possible to work in the psychology department as part of this program. Contact the Financial Aid Office on campus (MT One Stop, room 210, phone: 615- 898-2111).

**Student Loans** - You may be eligible for student loans. Amount of award varies. Applications are available in the Financial Aid Office.

**Psychology Department Awards** - The department has a few awards for outstanding students. These awards are given only once each year and are competitive. The awards are the Prytula Memorial Scholarship (\$500.00), the Outstanding Graduate Student in Clinical Psychology, and the Elizabeth Wright Award.

For more information on funding for graduate school, access the “Funding” link on the MTSU College of Graduate Studies homepage [here](#).

## Re-enrollment and Leave of Absence

Once admitted to the Clinical Psychology program, a student must enroll every semester (excluding summers). If a leave of absence is necessary, consult with your advisor and submit a written request for a leave of absence to the clinical coordinator. This leave must be approved by the clinical faculty prior to the leave. If a student has broken continuous enrollment (i.e., not enrolled in a fall or spring semester), the student must apply to be readmitted to the Clinical Psychology program. If a student had requested and had been granted a leave of absence, the student must write a letter to the clinical coordinator requesting readmission at least 30 days prior to the semester in which the student wishes to re-enroll. If the student had not been granted a leave of absence, the student must make the request for readmission by March 1 for enrollment in the summer or fall semester and by October 1 for enrollment in the spring semester. Readmission to the graduate college is not automatically granted. In addition to a leave of absence, students also may consider applying for a "stop-out" if unable to maintain continuous enrollment (see Graduate Catalog). The form for a request to "stop-out" can be found at the ["stop out-form"](#)

### Final Note

If you have any further questions, ask your advisor, contact the Clinical Psychology Program Coordinator, James Loveless, Ph.D. at 615-898-5288, the Department Chair, Nancy Stone, Ph.D., at 615-898-2706, Academic Classroom Building, Suite 240H or Kelly Grago at 615-898-5192, Academic Classroom Building, Suite 240J for assistance.

#### Disclaimer

Please note, that for the most current and updated information, please check both MTSU's online Graduate Catalog and MTSU's College of Graduate Studies webpage.