Psychology Advising Manual

www.sjsu.edu/psych/advising

2012

This document lists live links and common questions regarding ADVISING for PSYCHOLOGY majors (and minors) at SJSU. It is principally intended for use by Psychology Advisors but it is posted since many students have found it useful. Although "self-advising" is encouraged, it is worthwhile to check in with a "real" advisor at least once per year to verify your course plans and as a reality check.

B.A. (PSYC),
B.S. (PSYC),
Minor(PSYC)

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Policies of the Department of Psychology

http://www.sjsu.edu/psych/Policy/

BEFORE SEEING AN ADVISOR

Matriculated (i.e., enrolled) SJSU Students:

1. Advising is typically done on a drop-in basis during scheduled advising hours.

2. The "get advising" link on the undergraduate page lists the advising hours, locations, and contact information for the academic advisors for the current semester.

3. For advising regarding general education, students should see the GE Advisors in the Student Service Center (10th St.); but should check the advice received with a Psychology Advisor (e.g., in many cases students have been told to take MATH 10 rather than STAT 95 or General Biology rather than BIOL 21).

4. The Departmental Office staff are not advisors.

Ideally, students should do all of these things ***BEFORE*** coming in for an advising session.

Go to http://my.sjsu.edu and print:

a. a copy of your "*advising report*" (if your transfer courses are not yet listed, we can help determine equivalencies)
b. your unofficial SJSU course history
c. your transfer course history (if this information is not yet posted as part of your academic history on MySJSU, you are encouraged to bring an unofficial transcript from your prior institution(s)).

APPLICATION TO DECLARE PSYCHOLOGY AS A MAJOR

1. The difference between a Bachelor of Science in Psychology and a Bachelor of Arts in Psychology is that the BS is more targeted towards research oriented careers whereas the BA is a more general ("classic") liberal arts degree.

2. To apply to become a Psychology Major (B.A. or B.S.), students have to meet certain standards defined by departmental policy:

    a. http://www.sjsu.edu/psych/docs/Policy/Declaring_a_Major_Under_Impaction-Revised-2011.pdf
        i. Although further defined in policy, for freshmen applicants, their ability to be accepted directly into the Psychology Major (BA or BS) is determined by their eligibility index and SJSU impaction criteria; this is largely outside the scope of departmental advising.
        ii. Similarly, for transfer students, their ability to be accepted by the Department is determined by their gpa and SJSU impaction criteria; this is also largely outside the scope of departmental advising.

    b. Once admitted to SJSU as a matriculated student, students can then change their major to psychology if they meet the appropriate standards. This is clearly within the scope of departmental advising and is common.

        i. the application to change (declare) a students' major or minor is the online form available at : https://www.sjsu.edu/registrar/academic-records/change-of-major-minor.php

            1. Note that this form is an application, it does not guarantee success (this information is most relevant for high unit seniors and those who have already applied for graduation).
            2. Use to declare new, change or add (double) Major or Minor. This form requires the signatures of the Advisor or Chairperson of your new Major/Minor Department. If you are a student with 120 units or greater, you need two additional signatures from the College Associate Deans and Director of Academic Advising and Retention Services. Change of Major to undeclared, requires signatures of GE Advisor and Director of Academic Advising and Retention Services. Submit completed

form to the "R"(Registrar) counter at the Student Services Center.

ii. Having a minor is optional for (BA & BS) Psychology Majors
iii. Almost all applicants asking to become Psychology Majors after completing more than 90 semester units of coursework should be admitted to the BA, rather than BS, program.
iv. High unit students (those with more than 90 semester units completed) may meet appropriate resistance in their request for their psychology advisor to support their application to declare psychology as their major. See notes under “application for graduation”
v. Very high unit applicants (those with more than 120 semester units completed) will need to have their application to declare psychology as their major supported (and signed) by the Department Chair, Psychology (Room 157, Dudley Moorehead Hall) and the Associate Dean, College of Social Science (Room 103, Washington Square Hall) before being considered by Academic Advising and Retention Services (counter R, Student Services Center).

1. See notes under “application for graduation.”

2. Although not required by university policy, these students should be advised to both:

a. Append a completed plan from the “two year planner” or an equivalent document. The goal is to have the student list the courses (by semester) that they plan to take (i.e., a plan for graduation)

b. Submit a concurrent application for graduation (even if the graduation term is more than a year out).

c. Presidential Directive Guideline FAQ's - visit this link for more information Choosing & Adding a Major, Application for graduation, Appeals, and other issues for those students with 120+units.

GENERAL ADVISING ADVICE FOR MAJORS

(Bachelor of Arts and Bachelor of Science Programs of Study)

1. Have the student bookmark the Psychology Department website (http://www.sjsu.edu/psych/)

2. Have the student visit the "undergraduate" link.

    a. http://www.sjsu.edu/psych/Undergraduate/

        i. This is where most of the university-level curricular forms they will use across their undergraduate career are kept (e.g., change of major, appeals, etc.)

        ii. Visit the department web page and look for the "get advising" link on the undergraduate page for the current advising hours and locations.

        iii. Advising is done on a drop-in basis.

3. For lower division GE advising, students should see the GE Advisors in the Student Service Center (10th St.).

4. For Freshmen and Lower Division Students (who have not completed their lower division CSU General Education requirements)

    a. It is very useful to have a multi-year semester-by-semester coursework plan starting with their current status and bringing them all the way to graduation. This will be using the table on the second page of the four year planner. The four year planner will also be useful for upper division students who have not yet completed their CSU GE certification and for BS Students. The two year planner should only be used for upper-division BA students.

        i. Use the planner to build out a "four year" (or xxx year for part-time intentions) sequence of courses that will lead to meeting all of the requirements of their Bachelor of Arts or Bachelor of Science in Psychology Program of Study.

    b. It is often at this point that students realize that a minor from a different department either is, or is not, suitable. The general rule is that we want

students to graduate as efficiently as possible while meeting their (reasonable) degree objectives. See notes under “application for graduation”

c. BS students are often better served by staying with the “four year planner” throughout since the plan need to include coursework to meet the upper or lower division preparation for the major.

5. Change of major program (e.g., to a different department or BA to BS) or to add a minor (commonly ANTH, BIOL, CHAD, CHEM , COMM, PHIL, SOCI) should generally be initiated before the student hits 90 units of coursework towards their degree being completed

FILLING IN OFFICIAL FORMS

1. Most University-level forms are available online

    a. Printing off copies in advance is discouraged
        i. “old” forms can then propagate
        ii. “fillable” text is easier to read than hand-writing.

2. Do not leave any “blank” lines or spaces (other than comment fields)

    a. Where there is a blank, write “n/a” or “(none)” as appropriate.
    b. A long slash also works to indicate unused space.
    c. For major forms, if a student does not yet know which class they intend to take (e.g., for the upper-division psychology elective), do not sign the form until there is a class listed (to at least serve as a placeholder).

3. Do not sign forms with “white-out”, corrector tape, or cross-outs

4. Listing course on the Major (or Minor) form

    a. Grades
        i. If a student is taking a class, the correct grade is “IP”
        ii. If a student is re-taking a class, the correct grade is “IP” or “<oldgrade>/IP”
        iii. If a student is appealing a grade, the correct grade is either as listed (if a passing grade, i.e., >D-) or “TBC”
        iv. If a student has not yet taken a class, the correct grade is “TBC”

    b. Courses from study abroad
        i. Study Abroad courses will eventually appear on the students transcript as EITHER
            1. SJSU course numbers (articulated content)
            2. PSYC 92, nonspecific lower division psychology
            3. PSYC 192, nonspecific upper division psychology
        ii. Note that study abroad equivalencies are determined BEFORE the student goes abroad.

    c. Complete the minor form with the course title, course number (from catalog, not the schedule of classes), institution, semester units or semester unit equivalent, and course grade.

i. For course number, use the number listed in the generic course catalog and transcript (vs. the course ID of the particular offering) from the college that the course was completed at. *e.g.*, for psychobiology:
   1. PSYC 30 "psychobiology", 3 units – presuming the course was actually taken at SJSU [not the "course #339338" from the particular offering];
   2. PSYC 7 "Physiological Psychology", 3 units – for psychobiology if the course was taken at West Valley College

ii. For semester units, multiply "quarter units" by2/3rds (.666) to compute semester unit equivalencies (e.g., a 4 quarter unit course – e.g., PSYC 24 *Introduction to Psychobiology* from De Anza – counts for 2.66 semester units and a five quarter unit course counts as 3.33 semester units) – the registrar will consider an appeal if the "rounding error" prevents a student from meeting graduation criteria.

d. Cross-listed and formally articulated courses are perfectly acceptable. E.g., either PSYC 129 or BIOL 129 can be used for "Neuroscience". A PSYC course from a community college that articulates to CHAD 60 or CHAD 67 at SJSU should nevertheless be counted as a psychology course since that is how it was listed at the lower-division institution. There is a "(Sociological perspectives on) Social Psychology" from West Valley College offered through Sociology that is NOT cross listed at WVC as a psychology course and thus will not count as a lower-division psychology elective. (Note that the institution and instructor were both aware of this reality when authorizing and offering this misleadingly labeled course).

e. Some departments allow "content equivalencies" for lower-division coursework that can be paired with an "extra" upper-division course to meet an upper-division graduation requirement. **We do not do this.**

5. Signed/Sealed Envelopes

a. Many official forms are required to be in signed/sealed envelopes.
   i. Our practice, albeit sketchy, is to provide the student with the unsealed (but signed/stamped) form and ask them to take it to the Psychology office (DMH 147). The staff in the office will make a photocopy of the form for the student (their copy, I generally use a pen or highlighter to write "student" on their copy), a copy for the

department (I generally write “PSYC” on our copy), and then the original goes into a signed/sealed envelope. If advising in the evening, it is typical to personally make the copies and seal the envelope yourself. Be sure that the original and the envelope are both signed/sealed as appropriate.

6. Electronic forms
    a. At this point there are no advising-related forms that are processed via electronic work-flow. All advising forms currently use hard-copy forms with real (ink) signatures.

PREPARATION FOR THE MAJOR (HUMAN BIOLOGY, etc.)

Both the BA and the BS required "Human Biology or Human Anatomy" as preparation for the major. At SJSU this requirement is most often met with either BIOLOGY 21 or BIOLOGY 65.

If the student takes BIOLOGY 65, the student will need to complete a "intensive science petition" in order to receive GE credit for area B2 and B3 (life science and laboratory science).

http://www.sjsu.edu/ugs/docs/petitions/Petition-Intensive_Science_v.3

Which can be found at:

http://www.sjsu.edu/ugs/students/petitions/list/

In practice, the "Human Biology or Human Anatomy" requirement MUST include a laboratory experience. Human Biology (without lab) is not sufficient. We have developed a practice of allowing students who have already taken a GENERAL BIOLOGY course (with lab) to supplement this with a HUMAN BIOLOGY course (without lab) to meet the requirement (SJSU does not offer such a course).

In practice, the full year "biology for biologists" sequence, i.e., BIOLOGY 1A & 1B (or the old BIOLOGY 1 + 2 + 3 sequence), will also suffice for meeting the Psychology Human Biology requirement (albeit will also require the intensive science petition in terms of GE towards meeting graduation requirements). Such students should meet with a PSYC 129 to see if they should take PSYC 30 before 129 or have PSYC 30 waived.

In practice, we have also accepted HUMAN PHYSIOLOGY (with lab) as meeting the human biology/anatomy requirement.

FOR THE BS DEGREE:

A second set of "preparation for the major" courses are required for the BS degree. The intent of these requirements is to guide students towards an appropriate "science" background. It will be important to emphasize that PHIL 110 and PHIL 160 can both be used towards meeting this secondary preparation requirement but that only one of the two courses can be counted towards the R, S, V "SJSU Studies" requirement.

In practice, we have been quite flexible in terms of other courses that could be used to meet this secondary preparation requirement. Students pursuing pre-medical preparation have been deemed to have met the secondary preparation requirements by virtue of the courses taken (e.g., the set of Chemistry 1A + Physics 2A + any upper division Biology has been deemed to meet the intent of the secondary preparation requirement).

DEPARTMENTAL HONORS

1. If the student looks like they might have a high gpa (i.e., could reasonably expect at least a 3.5 gpa across their psychology and statistics courses by the completion of their BA or BS), invite the student to consider applying for departmental honors in psychology as a means of further distinguishing their academic background.

    a. The honors program has a "research" type focus that may not be appropriate for some students who would be better served by an appropriate minor and/or additional application-focused coursework beyond that required for the degree (e.g., some students preparing for an MFT, MSW, LPC, or other "applied masters" programs focusing on providing some form of mental health services).

    b. With the exception of the *distinguished scholarly work* and *gpa* requirements, the coursework leading to the Bachelor of Science in Psychology meets the coursework requirements for departmental honors in psychology.

2. The departmental honors in psychology form is available at: http://www.sjsu.edu/psych/docs/f07honors.pdf

3. The application for Departmental Honors in Psychology form is submitted to the Department of Psychology it does NOT get submitted to student services.

4. Departmental Honors will be determined at the point of graduation. Typically the Undergraduate Coordinator will meet with departmental staff to review the applicants for the current semester.

    a. Where it is clear that a student, upon successful completion of the current (final) semester coursework will meet the requirements, these students names will be forwarded to the registrar as meeting departmental honors (this generally takes place mid-April for Spring graduation).
    b. Where it is ambiguous as a result of gpa concerns, the current (final) semester psychology and statistics instructors will be polled regarding predicted grades for the semester.
    c. At the conclusion of the semester, some students might be added or removed from the list of those receiving departmental honors in psychology as their grade information becomes available.

PSYCHOLOGY MINORS

1. Adding a psychology minor should generally be initiated before the student hits 90 units of coursework towards their primary degree objective being completed

    a. the change of major/minor form is at : http://www.sjsu.edu/registrar/docs/major_minor

    b. the MINOR IN PSYCHOLOGY form is at: https://www.sjsu.edu/psych/docs/department_forms/Psyc_minorFILLABLE-ACCESSIBLE02.pdf

2. As of Spring 2012, there are no longer any "special minors" for CHAD or OT – the basic structure is the same for all minors

3. The minor requires a minimum of eighteen psych or stat coursework of which up to six units can be lower division (i.e., all psych or stat courses from a community college coursework and SJSU psych or stat courses numbered less than 100).

    a. There are no specific required courses (albeit PSYC 1 is a generic prerequisite for most upper division psychology).

    b. Course at SJSU numbered 100 or greater are "upper division" courses and thus cannot be met via coursework taken at a community college.

    c. Unlike some programs, in Psychology a grade of "D" (or D-) can count towards the major or minor

    d. The overall average of the coursework in the minor has to be at least a 2.0 in order to receive the minor.

STATISTICS REQUIREMENTS

The statistics requirements are a course that articulates with STAT 95 and then either STAT 115 or PSYC 117 (BA) or both (BS).

If a student comes in with a strong mathematics background (e.g., Calculus) but does not have STAT 95, the student should be encouraged to approach the STAT 115 instructor about taking that course "in lieu of" STAT 95. In such an instance, the Calculus course could be listed in the STAT 95 bin when applying for graduation. Note that this should NOT be done unless the student has taken and passed STAT 115.

There was one year (2009? 2010?) In which PSYC 150 was offered and was accepted towards the STAT 115 or PYSC 117 requirement. This should be deemed acceptable but should NOT be counted for future offerings and/or transfer equivalencies.

WST and PSYC 100W

1. All students should take the WST (register online at: https://testing.sjsu.edu/twst.html) as soon as possible.

    a. The WST is necessary to enroll in the Advanced GE courses (SJSU studies) needed to fulfill your graduation requirements.
    b. If you have difficulty with English, both the Writing Center and the Learning Assistance Resource Center should be consulted to determine the best course of preparation BEFORE taking the test.
        i. https://testing.sjsu.edu/twst.html
        ii. http://www.sjsu.edu/ugs/students/WST/
        iii. http://www.sjsu.edu/larc/Services_for_Students/WritingSkillsTestWST/

2. The Department of Psychology encourages students to take PSYC 100W (Writing Skills Workshop) in the first semester possible

    a. The WST is a prerequisite for PSYC 100W (required for the major thus no WST-waivers are allowed).
    b. PSYC 100W is an Advanced GE ("SJSU Studies") requirement and is also a requirement in the major.
    c. PSYC 100W is a prerequisite for PSYC 120.
    d. Psych 120 is a co- or pre-requisite for PSYC 190/195.

3. PSYC 100W Alternatives

    a. PSYC 100W is a requirement of the major independent of its role in SJSU Studies thus WST-based waivers (for high scores) are not accepted.
    b. If 100W was taken in another department while the student majoring in a different discipline, that department uses APA style (e.g., HPRF 100W), the student wrote a 15-20 page paper on a psychologically-related topic using APA style, and the student scored well in the course offering… they should be advised to approach the PSYC 100W coordinator to inquire about a 100W equivalency request – A more formal policy is currently in development by the Department of Psychology. Check for updates: http://www.sjsu.edu/psych/Policy/

ADVICE FOR TRANSFER STUDENTS

1. Take the WST as soon as possible and enroll in PSYC 100W as soon as permissible/possible.
2. Complete any lower division courses in the major or preparation for the major (e.g., Introductory Psychology (PSYC 1), Elementary Statistics (STAT 95), Human Biology or Human Anatomy (BIOL 21 or 65), Physiological or Bio-Psychology (PSYC 30)) as soon as possible.
3. Enroll in PSYC 102 (Child Psychology) and PSYC 110 (Abnormal Psychology). If a similarly named course was taken at the community college, the upper division course is required regardless. Up to three units of lower-division electives can be used for the "lower or upper division elective" requirements of the major. The student MUST take both upper division courses as upper division courses.
4. Other Psychology courses recommended for transfer students enrolling in their first semester include PSYC 139 (Psychology of Personality) or Psyc 154 (Social Psychology).
5. Visit with a Psychology Advisor (see www.sjsu.edu/psych → undergraduate → advising) as soon as possible and at least once per year to ensure you remain on track.
6. We track transfer "units" and transfer "courses" separately.
    a. In order to graduate a student needs at least 50 units from a four-year institution, 40 units of upper-division coursework, and at least 30 units from SJSU. In practice, this puts a cap of 70 units on the number of units that can be included into a student's (120 unit) degree program. This, however, does NOT prevent the students from completing additional graduation requirements (outside of units) from a community college – e.g., a missing course in PE will meet the PE requirement but still not add any units towards the 120 unit minimum for graduation; a human biology course may no longer add units to graduation but will make the student eligible to take PSYC 30 (psychobiology) in the semester following.

    I describe it as: *"think of it as two buckets, when we get your course, we snip off the units and put it into one bucket, we take the course name and put it into a second bucket; when the first bucket hits 70 units, the units spill over – but the second bucket keeps collecting course names"*

These course suggestions are part of a larger "educational plan" that should be guided by the "two-year" or "four-year" planner available at www.sjsu.edu/psych under the "undergraduate" tab.

PRE-MED STUDENTS

Medical schools do not require any specific major. While many applicants major in biology or biochemistry, the admission rate is quite good for non-science majors because these graduates will have shown strength in two academic areas. At a minimum, applicants must complete during their college years:

- *two years of major chemistry with lab*
- *physics with lab,*
- *math through calculus*
- *one year of English composition,*
- *and one year, preferably two, of biology with lab.*

Students interested in any medical field should get as much hands-on experience as possible volunteering or working in medical settings so that they fully understand how physicians and other health professionals spend their time. There are pre-medical advisors in Biological Sciences and in Chemistry; consult them early and often.

Department of Biological Sciences, Pre-Medical Information
http://www.biology.sjsu.edu/programs/premedinfo.aspx

Department of Biological Sciences, Pre-Health Professions (various) information
http://www.biology.sjsu.edu/Programs/prehealth.aspx

Department of Biological Sciences, Advising List (includes pre-medical advising)
http://www.biology.sjsu.edu/programs/doc/advising_list.pdf

at the current time (Spring 2012), the link above yields:

Pre-Medical lnformation
(by last digits of student number?)

00-50 Kerr DH 252 924-4893
51-99 Sneary DH 254 924-4885

APPLICATION FOR GRADUATION

1. When to apply
    a. If a student comes in for advising and has completed 90 or more units, they are officially out-of-compliance if they have not submitted an application for graduation. At this time there should be a very strong recommendation for application. This does NOT apply to disqualified students.
    b. If a student comes in for advising and has completed more than 120 units, they **MUST** apply for graduation – the only alternative is that they produce a "graduation contract" which lists the courses that they are going to take – effectively the same thing as applying for graduation. This does NOT apply to disqualified students.
    c. Disqualified students must be reinstated as eligible for readmission to SJSU (i.e., removed from disqualified status and put into non-matriculated but in good standing) BEFORE they are eligible to have a graduation evaluator examine their petition for graduation. It is fairly common that a disqualified student finishes their last remaining coursework in the same semester that they become eligible for reinstatement. In such an instance, they must FIRST submit the petition for reinstatement, then, once that has cleared, apply for graduation. I typically include a copy of the application for graduation (labeled 'copy') with the application for reinstatement and vice-versa (typically encouraging the student to wait a week before submitting the application for graduation).
        i. See https://www.sjsu.edu/registrar/academic-records/reinstatement.php

2. Overview of graduation requirements

   It is generally a good idea to provide the student with an overview of the graduation process. I typically describe it as

   "You need to make three people happy in order to graduate. The first person counts units. The second person looks at the university wide requirements. The third person is me. If you have a minor, that is a fourth person.

   The First person needs to verify that you have taken 120 units, at least 50 units from a four year institution, 40 units of upper division work, and at least 30 units from SJSU. This is the first part of your academic progress report.

   The second person is going to look to make sure you have completed all of your lower division General Education, American Institutions, 2 units of PE from

different areas, and your SJSU Studies requirements. This is the next part of your academic progress report.

Note that the report is the computer's best estimate of what it thinks you have completed. If it is green, you can be reasonably sure that you've completed that area. If it is yellow, you are doing it now or you are already signed up to do something to meet that requirement. If it is red, the computer does not think you have done it – If you have an intensive science petition, are already certified by your community college to have completed CSU GE, or have an out-of-state equivalency to meet some area… the system will never know. This is why we have you apply for graduation so early; that way we can tell you what you need to take without it being a surprise at the end."

3. An easy mnemonic to tell students is that the "priority deadline" by which they SHOULD file for graduation is usually 1 YEAR PRIOR TO the graduation date. For example, to graduate in Spring 2014 (i.e., May/2014), file for graduation in Spring 2013 (before July/2013). The "*Application for Graduation*" form lists the actual filing dates.
4. Complete the appropriate major form (Bachelor of **Arts** or Bachelor of **Science**) with the course titles, numbers, units, & course grades of all of the Psychology classes completed. Courses that are still in progress should be indicated with an "IP". Courses that still need to be completed should be indicated with a "TBC". If the *Advising Report* indicates two units of 121, the student is signed up for the BS sequence; if not, then the BA sequence.
5. Complete a minor form (if applicable) and have the student bring it to an advisor in the minor department to review and sign. Have the student bring the signed and sealed copy with them when they come back to visit their Psychology Advisor.
6. Complete the "*application for graduation*" form (available at http://www.sjsu.edu/registrar/forms/).
7. Visit a Psychology advisor & bring a completed major form, minor form (if applicable), and graduation application for review and signature. Ready access to support materials (access or hardcopy of MySJSU advising report and unofficial course history) will speed the process.
8. Take all forms to the Psychology department office (DMH 157) & the office staff will bundle all the forms together, seal them in an official envelope, and then send them to a graduation evaluator at the Student Services Center for processing. They will give you a copy for your records and we keep one copy for ourselves.

9. If you are seeking "Departmental Honors in Psychology" in addition to the BA or BS in Psychology, you should also complete the "*Request for Honors in Psychology*" form and turn that form in to the Psychology office at the same time
    a. This form is NOT required in order to graduate
    b. This form does NOT leave the department office
    c. This form is NOT used "in lieu" of the official major form.

PROBATION or DISQUALIFICATION

Relevant Policies and Information (University)

https://catalog.sjsu.edu/content.php?catoid=17&navoid=7626&hl=%22probation%22&returnto=search#academic-standing

Relevant Policies (Department of Psychology)

http://www.sjsu.edu/psych/docs/Policy/Disqualification_from_the_major-Revised-2011.pdf

http://www.sjsu.edu/psych/docs/Policy/Declaring_a_Major_Under_Impaction-Revised-2011.pdf

If you are on probation:

1. Visit with a Psychology Advisor as soon as possible.
2. Work to raise your gpa while ensuring that you maintain at LEAST a 2.0 gpa in EVERY semesters coursework.
3. You DO NOT want to afford the time and cost of being DISQUALIFIED

If you have been disqualified, here is what you need to do to get reinstated:

1. Review the "(Application for) *Reinstatement Petition.*"

    www.sjsu.edu/registrar/forms/

    https://www.sjsu.edu/registrar/academic-records/reinstatement.php

2. The only real (the vast majority of applications that are actually accepted) method is to get your SJSU gpa above 2.0. Our experience indicates that, at this point, the program of study option is not worth pursuing.

3. Read through the information carefully, you will ALWAYS need to write a personal statement.

4. Choose courses carefully to both (a) raise your gpa, (b) ensure adequate progress to degree, (c) get out of probation, and (d) prevent a second disqualification.

5. A disqualified student will need to use OPEN UNIVERSITY enrollment as the only feasible way of increasing their SJSU gpa.

   https://www.sjsu.edu/online/index.php

EVALUATING STUDY ABROAD COURSES

Study abroad has been identified as a high impact practice – that is, spending a semester abroad is associated with high student engagement, better achievement of scholarly objectives, and higher graduation rates. Sufficient to say, study abroad experiences should be encouraged.

International and Extended Education:
https://www.sjsu.edu/professional/index.php

International Programs and Services:
http://www.sjsu.edu/depts/ipss/

Study Abroad:
http://www.sjsu.edu/depts/studyabroad/

One of the difficulties in study abroad is determining course equivalencies. Students will need this "*academic approval form*" completed before they are allowed to register for study abroad.

http://www.sjsu.edu/depts/studyabroad/forms/academic_approval_form.pdf

Based on the form above, ultimately the courses taken abroad will be reflected on the students SJSU transcript. The courses will appear as one of:

1. SJSU course numbers (articulated content)
2. PSYC 92, nonspecific lower division psychology
3. PSYC 192, nonspecific upper division psychology

For the advisor, the first thing to assess is whether the course is upper of lower division. The student can be directed to bring the advisor a link or print-out providing this information. In general the British system uses 1000 and 2000 level as first and second year, 3000 as third year, 4000 as "honors level" courses. Effectively a British degree is a three-year degree and the fourth year provides an honors level certification. By university policy, a lower division course should NEVER articulate as an upper division course.

The PSYCHOLOGY ADVISOR signs the academic approval form for courses in the Major (Psychology), Minor (Psychology), or open elective credit (Psychology); but not for GE credit.

"THIS INSTRUCTOR SUCKS"

The reality is that, as an academic advisor, students will come to you with commentary about the quality of their educational experiences. There are two sides to this: On the one hand, there are historic instances where adequate quality has not been met (e.g., an online course consisting only of links without any discussion, lecture, or other interactive content; instructors regularly being late or absent from courses; final exams being rescheduled without authorization; etc.); On the other hand, we have to recognize that, as advisors, we hear one side of the story. Our job in this instance is to provide advice and to facilitate effective solutions. There are several resources to help with this.

In general, the first attempt at resolution should be for the student to communicate with the faculty member. In many instances, the issue can be resolved at this level (sometimes due to a misunderstanding between the parties or a lack of knowledge about university policies).

Where appropriate, the student should be encouraged to contact the department chair – A key feature of this is that the student should be free from retribution for pursing clarification or remediation for what they see as a slight or unfair experience. A written record can be advantageous as documentation of the issue (e.g., a written request or notification to the department chair can illustrate a potential issue in need of remediation).

University Ombudsman

Administration Building 218, One Washington Square,
San José, CA , 95192-0031
(408) 924-5995

http://www.sjsu.edu/studentaffairs/ombudsman/

The University Ombudsman is an impartial party appointed to receive complaints, provide information, facilitate communication, and offer conflict resolution between students and members of the university community (students, faculty, staff and administrators). The Ombudsman is not an advocate and does not take sides in a dispute.

Student Conduct and Ethical Development.

http://www.sjsu.edu/studentconduct/

FIELDWORK SUPERVISION (186)

Often students will approach an academic advisor to ask about research opportunities (180), directed readings (184) or fieldwork (186). In general, students enquiring about fieldwork are interested in pursuing clinical psychology. As such, they should be encouraged to find a clinical faculty member (ideally Tenure/Tenure-Track) to act as their faculty supervisor. Doing so will potentially yield a stronger, and more appropriate, letter of recommendation from that faculty member. Note that risk management (see "student placement" form) requires that a student only receive academic credit for fieldwork when there is an agreement between SJSU and the agency.

http://www.sjsu.edu/psych/docs/forms/186application.pdf

http://www.sjsu.edu/pass/policies/student_placement/index.htm

CREDIT BY EXAM

1. The first type of credit by exam is for **"internal" SJSU examinations** for course credit. The form for this is at:
   https://wwwtest.sjsu.edu/testing/docs/CBE%20Petition%20Form_rev%209.18.pdf
   The basic requirement to use this form is to (a) sign up for the course and (b) to take the "credit by exam" before the second week of instruction. What this means, in practice, is that the student has to confirm with the instructor (realistically before enrolling) that they are willing and able to offer the "credit by exam" option. Traditionally this has meant the faculty member providing the student with a course outline and then testing the student via either: (i) a final exam, or, (ii) a collation of midterms, from an offering of the course from a prior semester. As a department, we seem to have adopted the policy of whether or not to offer the "credit by exam" option is entirely up to the individual course instructors. At this time we do not have any "department-level" assessments to use for a credit-by-exam procedure.
   Students may challenge courses by taking examinations developed at SJSU. Credit shall be awarded to those who pass them successfully. Students may not earn credit by exam, however, if they have previously taken or subsequently take equivalent course work. Specific details may be obtained from the Student Services Center.

2. The second type of assessment is for **course credit based on external examinations**. These are described at:
   http://artic.sjsu.edu/static/catalog/cbe.html
   SJSU grants credit toward its undergraduate degrees for successful completion of various standardized exams. The following are the guidelines for the credit that may be granted at SJSU for each standardized exam. Students may not earn duplicate credit by examination if they have previously taken or subsequently take equivalent exams or course work.
   College Board Advanced Placement Program (AP)

   AP credit is granted for scores of three or more.

College Level Exam Program - CLEP

These exams test for course level proficiency via a (currently $75) external test. A list of testing centers is at: http://www.cleptestreview.com/clep-test-centers/california

Bilingual (esp. Spanish speaking) students needing “units to graduation” or who desire documentation of their linguistic competency should be strongly encouraged to pursue this form of credit.

The International Baccalaureate (IB)

INTERNATIONAL STUDENT REQUESTS

The most common interaction between an advisor and an international student (in their role as an international student) will be around requests for "optional practical training" letters. This letter will allow the student to work (and thus remain in the country) to pursue relevant work experience. Note that this work can be volunteer work in an appropriate faculty laboratory. The onus is on the student regarding the applicability of the work experience to their field of study.

https://www.sjsu.edu/isss/current-students/employment/

COUNSELING SERVICES

http://www.sjsu.edu/counseling/

Counseling Services
Administration Bldg.,
Rm. 201
One Washington Square
San José, CA 95192-0035
Phone: (408) 924-5910
Fax: (408) 924-5933
Email: counseling.services@sjsu.edu

**Counseling Services cannot guarantee the confidentiality of any electronic message sent through the internet. If privacy is essential or if this is an emergency, please contact us at the number listed above.

Personal Counseling
Educational Counseling
Crisis Intervention
Case Management
Student Peer Groups
Life Skills Workshops
Student Training
Outreach
Information for Parents

EMERGENCY

http://www.sjsu.edu/emergency/

Alert SJSU
Sign up now for Alert SJSU, which will send emergency info via text, audio and e-mail messages to your cell phone, conventional phone and e-mail account.

Contacting Authorities
To contact the University Police Department, call 911 from a campus telephone or 408-924-2222 from your cell phone or use a blue-light phone. Save the 408-924-2222 number in your cell phone's directory so it will be easy to access if you need help immediately.

Emergency Communications
Learn more about how SJSU will communicate with you in an emergency.

Emergency Procedures
Familiarize yourself with SJSU emergency procedures.

Earthquake Safety
Because earthquakes are likely in California, review related earthquake safety information.

Assisting the Disabled
Learn how to assist the disabled during an emergency.

Counseling Services
SJSU offer's free, confidential counseling services. Students may call SJSU Counseling Services at 408-924-5910. Employees can call CONCERN: Employee Assistance Program at 1-800-344-4222.

UPDATING THE PSYCHOLOGY WEB-PAGE

At the current time, Clifton, Mark, and Ron are the Psychology Faculty with write access to the Department of Psychology website. If there is advising information that is out of date or inaccurate, please forward the link, with the problem identified, to Mark.

FORMS IN BRIEF

1. Change of Major or Minor :
   [REVISED!] Use to declare new, change or add (double) Major or Minor. Requires the signatures of the Advisor or Chairperson of your new Major/Minor Department. If you are a student with 120 units or greater, you need two additional signatures from the College Associate Dean and Director of Academic Advising and Retention Services. Change of Major to undeclared, requires signatures of GE Advisor and Director of Academic Advising and Retention Services. Submit completed form to the "R"(Registrar) counter at the Student Services Center.
   Presidential Directive Guideline FAQ's - visit this link for more information on having 120+units, Choosing & Adding a Major, Application for graduation, Appeals, and other issues.
   Students requesting signature from the chair, please bring the required documents along with the Change of Major/Minor Form.

2. Change To Graduation Contract [pdf](Substitution Form)
   Bring the completed form and a copy of your major form (assuming it is major coursework that you are asking to be substituted) to an advisor.

3. Course Equivalency Request.
   Currently only available in hardcopy form. These Salmon colored forms are used internally by the department of psychology to indicate that course equivalency has been granted for non-articulated courses (test articulation via the SJSU Articulation page). A course like Math 10 from Evergreen Valley College already articulates with STAT 95 from SJSU thus the form would not be needed. Where the form IS needed, is if the student takes a course called business and social sciences statistics from Arizona State University. The student needs to follow the instructions on the form and then leave it with a psychology advisor (who, in this case would forward the form on to the STAT 95 coordinator for evaluation). The forms are available from the Psychology Office (only).

4. Excess Units Petition [pdf]

To be used by students who wish to enroll in more than 18 units. Print and read the form carefully for instructions and qualifications. Once completed with the advisor, the student will need to submit this form to the Academic Advising and Retention Services(AARS) such that AARS receives it between th**e** first day of instructions and the last day to (regularly) add; This day is listed as the "add deadline" in the calendar.

5. Graduation Application [pdf]

   Please read the instructions on the application carefully. Submit the completed application to the Department of Psychology (via an advisor) along with a completed major form and other required documents (e.g., signed/sealed minor form if you have a minor). The idea is to have all of the documents (signed/sealed by their respective departments) arrive at the Student Services Center as one packet.

   Once received, the graduation evaluation can be understood using this guide: http://www.sjsu.edu/registrar/docs/Graduation_Worksheet_Guide.pdf

6. Graduation Date Change [pdf]

   If a graduation application was submitted but the requirements to graduate will no longer be able to be met by the initial graduation date, you must submit this form in order to (a) register for classes and (b) graduate. There is a $10 fee that must be paid to the Bursar's Office before submitting the completed form to the Registrar (window "R" in the Student Services Center). This form does not get put into a signed/sealed envelope.

7. Late Drop Request [pdf]

   To be used after the drop deadline and submitted before the last day of classes. Use only for documented extenuating circumstances. Read instructions carefully and submit completed request to the Student Advising Center. Note: if intending to drop *all of the classes* for the current semester, please use a Withdrawal from the Semester Request (PDF).

8. Open University Forms

Please visit the Open University website to download the Open University Registration or Drop forms. Read forms carefully for instructions and deadlines.

9. Reinstatement Petition [pdf]

   Use to clear academic disqualification status. Read reinstatement guidelines carefully and meet with an advisor prior to submitting.

10. Retroactive Undergraduate Petitions

    Undergraduate retroactive petitions include Retroactive Academic Renewal, Retroactive Add or Drop, Retroactive Withdrawal.

11. Transcript Request [pdf]

    Use to request official copies of your SJSU academic transcript. Please read instructions and regulations on the request form.

12. Withdrawal from the Semester Request [pdf]

    To be used after the drop deadline and submitted before the last day of classes. Use only for documented extenuating circumstances. Read instructions carefully and submit completed request to the Academic Services Office. This request is to drop all your classes for the current semester.

Psychology Advising Manual

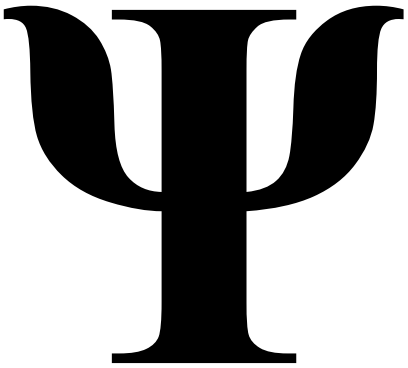
(www.sjsu.edu/psych/advising)

Department of Psychology
San Jose State University

1 Washington Square
San Jose, CA
95192-0120

www.sjsu.edu/psych

408 924 5600 (office)



April, 2012

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