COUNSELING PSYCHOLOGY, PH.D.

The APA-accredited doctoral program in counseling psychology is based on the scientist/practitioner model of professional psychology and integrates counseling and psychological theory, scientific inquiry, and supervised practice. Counseling psychology is a psycho-educational specialty in which practitioners help others to improve their well-being, alleviate their distress, resolve their crises, and increase their ability to solve problems and make decisions. Counseling psychologists apply systematic, research-based approaches to help themselves and others understand and develop solutions to problems that are educational, vocational, emotional, social, cultural, health-related, or developmental in nature.

The UW–Madison program places special emphasis on multicultural competence and social justice, integration of research and practice, and preparation for ethical and professional conduct as either a researcher, teacher, or practitioner. The theoretical orientation of the program is best described as eclectic. Course work emphasizes the research base of counseling psychology and students are expected to involve themselves in faculty research. All students complete a one-year, full-time pre-doctoral internship as a culminating training experience. The planned length of the program for students entering with a master’s degree (post-M.A. track) is five years, although students may opt to take additional time depending on academic background and career objectives.

The department also admits a small number of students to a post-B.A. track. These students apply to the Ph.D. program at the completion of their undergraduate degree, and are required to integrate coursework and professional practice training at the master’s level, as well as introductory doctoral coursework, during the first two years of study. Students admitted to the post-B.A. track typically have excellent academic records and experiences that demonstrate high levels of both helping skills and research skills prior to admissions. The planned length of the post-B.A. track is six years, although actual completion times will vary depending on student needs and career goals.

The mission of the counseling psychology Ph.D. program is to train health service psychologists who are skillful in research and intervention with diverse populations, who integrate science and practice into their professional roles, and who uphold high ethical and professional standards as psychologists. Program graduates are broadly prepared for a number of professional roles, including direct service, research, teaching, clinical supervision, and program design and evaluation.

The Ph.D. program is accredited by the American Psychological Association. For further information on accreditation, contact APA’s Office of Program Consultation and Accreditation, 750 First Street NE, Washington, DC 20002-4242; 202-336-5979; apaaccred@apa.org.

LICENSURE AS A PSYCHOLOGIST

Graduates of the Ph.D. program are eligible for licensure to practice psychology. Licensure requirements differ by state, and currently most states require additional supervised practice post-Ph.D. All states require passage of the national licensure examination (the Examination for Professional Practice of Psychology or EPPP), and most states also have state-specific written and oral examinations. Links to descriptions of licensure requirements by state may be obtained from the website of the Association of State and Provincial Psychology Boards (http://www.asppb.net/).

ADMISSIONS

Please consult the table below for key information about this degree program’s admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program’s website.

Graduate admissions is a two-step process between academic programs and the Graduate School. Applicants must meet the minimum requirements (https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s). Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Deadline</td>
<td>December 1</td>
</tr>
<tr>
<td>Spring Deadline</td>
<td>The program does not admit in the spring.</td>
</tr>
<tr>
<td>Summer Deadline</td>
<td>The program does not admit in the summer.</td>
</tr>
<tr>
<td>GRE (Graduate Record Examinations)</td>
<td>Required.</td>
</tr>
<tr>
<td>English Proficiency Test</td>
<td>Every applicant whose native language is not English or whose undergraduate instruction was not in English must provide an English proficiency test score and meet the Graduate School minimum requirements (<a href="https://grad.wisc.edu/apply/requirements/#english-proficiency">https://grad.wisc.edu/apply/requirements/#english-proficiency</a>).</td>
</tr>
</tbody>
</table>

Other Test(s) (e.g., GMAT, MCAT) | n/a |
Letters of Recommendation Required | 3 |

Admission to the Counseling Psychology Ph.D. program is highly competitive. The Department of Counseling Psychology accepts applications for fall enrollment between early September and December 1 for the Ph.D. program in Counseling Psychology. There is no option for spring or summer initial enrollment in the department. The applicant is responsible for collecting, assembling, and submitting all the pieces of the application by the December 1 deadline. Applicants should submit their materials in electronic form.

POST-BA AND POST-MA TRACKS

Most students who apply to and are enrolled in the Ph.D. program have earned a master’s degree (post-M.A. in counseling or a related field). However, in fall 2010, we began offering a “post-B.A.” track within our Ph.D. program for highly qualified students who have not yet earned a master’s degree in a counseling-related field and wish to apply directly to a Ph.D. program. Having a post-BA track allows us to accept qualified applicants to the Ph.D. program who may have work, volunteer, or research experience in counseling or a related profession, have exhibited a passion for helping others, and/or possess a master’s degree in a non-counseling field. If you are unsure which option is right for you, review the information in the “Ph.D. Information and Instructions for Fall Applicants” link, found on our website at Information for Prospective Ph.D. Applicants (https://counselingpsych.education.wisc.edu/cp/phd-program/for-Prospective-phd-applicants/).
Unlike students in our regular “post-M.A.” track (i.e., those who enter with a Master’s degree), post-B.A. track students start the program alongside the incoming Master’s student cohort. In their first academic year, post-B.A. track students will complete a course load similar to their Master’s student counterparts. In their second academic year, post-B.A. track students will complete their “first Year Experience” while beginning their Ph.D. coursework. Post-B.A. track students are not currently required to complete a Master’s thesis or the Professional Integration Exercise, but will also not receive a Master’s degree unless they choose to meet all requirement’s for our master’s program.

INFORMATIONAL MEETINGS
A number of informational meetings are held each fall by our department. A list of these meetings can be found on our Information for Prospective Ph.D. Applicants page.

APPLICATION PROCEDURE
Up-to-date information and requirements regarding applying to our Ph.D. program can be found on our Information for Prospective Ph.D. Applicants page.

Questions can be directed to the Student Services Coordinator. See the People tab for contact information.

FUNDING

GRADUATE SCHOOL RESOURCES
Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

PROGRAM RESOURCES
Incoming PhD students will be guaranteed funding for the 4 years (post-MA) or 5 years (post-BA) they are expected to be on campus to complete the degree. Funding is through a combination of fellowships and graduate assistantships, usually either teaching or research (usually termed “project” assistantships)—either in the Department of Counseling Psychology or in other university departments. Assistantship appointments are at the 50% level (equating to 20 hours per week) for the 9-month academic year. Summer funding is available but not guaranteed.

Department assistantships are assigned through a competitive application process each spring. Admitted students (non-fellows) are included in the process the spring before they start in the program. Students are encouraged to also apply for graduate assistantships outside the department, and most obtain at least some of their support in other departments or units on campus during their time in the program.

Currently, all graduate assistantships and fellowships include tuition remission and health care benefits.

FELLOWSHIPS
• Students may be eligible for an Ed-GRS fellowship. Ed-GRS is a community of first-generation students and ethnically underrepresented students who are receiving an Advanced Opportunity Fellowship (AOF) in the School of Education. In addition to tuition remission, monthly stipend, and health care benefits, the program strives to assist our fellows with first-year transition, community building, and professional development opportunities.
• The department nominates top eligible candidates for Ed-GRS automatically—no additional application materials are needed from the applicant. More information about AOFs can be found on their website.
• Students interested in becoming a Residence Hall House Fellow should view the information available on their website.
• Racial and ethnic minority students are encouraged to apply for the American Psychological Association Minority Fellowship Program. Information is available on their website.

FINANCIAL AID
Information and application materials for financial aid, loans, scholarships, and student employment may be obtained by contacting the Office of Student Financial Aid at 333 East Campus Mall, Room 9701, Madison, WI 53706, 608-262-3060. International applicants are encouraged to seek other forms of financial assistance as international students are not eligible for loans and scholarships.

Additional information about funding is available on the Counseling Psychology website. Questions can be directed to the Student Services Coordinator. See the People tab for contact information.

REQUIREMENTS

MINIMUM GRADUATE SCHOOL REQUIREMENTS
Review the Graduate School minimum academic progress and degree requirements, in addition to the program requirements listed below.

MAJOR REQUIREMENTS

MODE OF INSTRUCTION

<table>
<thead>
<tr>
<th>Face to Face</th>
<th>Evening/Weekend</th>
<th>Online</th>
<th>Hybrid</th>
<th>Accelerated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

Mode of Instruction Definitions
Accelerated: Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

Evening/Weekend: Courses meet on the UW-Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

Face-to-Face: Courses typically meet during weekdays on the UW-Madison Campus.

Hybrid: These programs combine face-to-face and online learning formats. Contact the program for more specific information.
Online: These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

**CURRICULAR REQUIREMENTS**

**Requirement Detail**

<table>
<thead>
<tr>
<th>Minimum Credit Requirement</th>
<th>Post–M.A.: 77 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Residence Credit Requirement</td>
<td>Post–M.A.: 51 credits</td>
</tr>
<tr>
<td>Minimum Graduate Coursework Requirement</td>
<td>Half of degree coursework must be completed graduate-level coursework; courses with the Graduate Level Coursework attribute are identified and searchable in the university’s Course Guide.</td>
</tr>
<tr>
<td>Overall Graduate GPA Requirement</td>
<td>3.00 GPA required.</td>
</tr>
<tr>
<td>Other Grade Requirements</td>
<td>Students are required to attain a minimum course grade of B for all required courses.</td>
</tr>
<tr>
<td>Assessments and Examinations</td>
<td>Satisfactory progress is demonstrated by earning a minimum grade of B in all required courses, demonstration of competency on routine evaluation milestones, responsible professional conduct in employment and practicum settings, and timely progress on independent work. A comprehensive formative review of student performance, encompassing academic and clinical training, research involvement, and other roles such as employment and departmental activities, is conducted annually.</td>
</tr>
</tbody>
</table>

The doctoral preliminary examination includes three components, all of which include both written and oral presentations. The clinical case study (PE-1) is an in-depth reflection on a single counseling case, and serves as an exemplar of clinical competencies in the role of counselor. The supervision case study (PE-2) is an in-depth reflection on a relationship with one supervisee, and serves as an exemplar of clinical competencies in the role of counselor. The dissertation proposal (PE-3) includes a literature review and method section for a proposed dissertation project, and serves as an exemplar of academic and scientific proficiency.

**Language Requirements**

No language requirements.

Graduate School Breadth Requirement

Optionally, Ph.D. students in the Department of Counseling Psychology may elect to complete a doctoral minor (Option A or Option B) and/or a Graduate/Professional certificate. Students are expected to consult with their advisors concerning the breadth requirement.

**REQUIRED COURSES**

There are two primary curriculum domains of the doctoral program. Required coursework and practicum experiences contribute to each student’s competency in these areas. The core curriculum areas are:

1. **Discipline-Specific Knowledge**
   a. History and Systems of Psychology
   b. Basic Psychology Content Areas (i.e., Affective Aspects of Behavior, Biological Aspects of Behavior, Cognitive Aspects of Behavior, Developmental Aspects of Behavior, and Social Aspects of Behavior)
   c. Research, Quantitative Methods, and Psychometrics
   d. Advanced Integrative Knowledge in Scientific Psychology

2. **Profession-Wide Competencies**
   a. Integration of Science and Practice
   b. Ethical and Legal Standards
   c. Individual and Cultural Diversity
   d. Professional Values and Attitudes
   e. Communication and Interpersonal Skills
   f. Assessment
   g. Intervention
   h. Supervision
   i. Consultation and Interprofessional/Interdisciplinary Skills

Required coursework (i.e., major core coursework) includes courses in each of these areas.

In accordance with the Standards of Accreditation (SoA) for Health Service Psychology, all students are required to document mastery of broad and general content knowledge in each of these psychological foundations areas during their doctoral studies.

**Post–M.A. Pathway 1**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUN PSY/ED PSYCH/RP &amp; SE 737</td>
<td>Seminar in History and Systems of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>COUN PSY/PSYCH/RP &amp; SE 729</td>
<td>Advanced Social Psychology</td>
<td>12</td>
</tr>
<tr>
<td>ED PSYCH 542</td>
<td>The Biological Basis of Behavior</td>
<td></td>
</tr>
<tr>
<td>ED PSYCH/HDFS 725</td>
<td>Theory and Issues in Human Development</td>
<td></td>
</tr>
<tr>
<td>ED PSYCH 533</td>
<td>Thinking, Feeling, &amp; Learning</td>
<td></td>
</tr>
<tr>
<td>COUN PSY/ED PSYCH/RP &amp; SE 736</td>
<td>Seminar in Psychology of Individual Differences</td>
<td>6-9</td>
</tr>
<tr>
<td>COUN PSY 740</td>
<td>Abnormal Behavior and Psychopathology (if not taken in previous coursework)</td>
<td></td>
</tr>
<tr>
<td>COUN PSY 926</td>
<td>Seminar in Ethical and Professional Issues in Counseling Psychology</td>
<td></td>
</tr>
<tr>
<td>COUN PSY 905</td>
<td>Research Practicum in Counseling Psychology (2 semesters)</td>
<td></td>
</tr>
<tr>
<td>COUN PSY 950</td>
<td>Research Methods in Counseling Psychology</td>
<td></td>
</tr>
</tbody>
</table>

1. This program follows the Graduate School’s policy: https://policy.wisc.edu/library/UW-1203/ and https://policy.wisc.edu/library/UW-1203/ (https://policy.wisc.edu/library/UW-1203/).
### Profession-Wide Competencies-Related Required Coursework

#### Core Courses

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUN PSY 951</td>
<td>Counseling Psychology Research in Individual Intervention</td>
<td>9</td>
</tr>
<tr>
<td>COUN PSY 956</td>
<td>Seminar: Research in Vocational Psychology and Career Development</td>
<td></td>
</tr>
<tr>
<td>COUN PSY 850</td>
<td>Mental Health Consultation in Health Service Psychology</td>
<td></td>
</tr>
</tbody>
</table>

#### Clinical Training Sequence

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUN PSY 810</td>
<td>Professional Development and Clinical Practice (2 semesters)</td>
<td>1-6</td>
</tr>
<tr>
<td>COUN PSY 900</td>
<td>Counseling Psychology Practicum—Foundational (2 semesters)</td>
<td>6</td>
</tr>
<tr>
<td>COUN PSY 903</td>
<td>Counseling Psychology Practicum—Advanced (2 semesters)</td>
<td>6</td>
</tr>
<tr>
<td>COUN PSY 902</td>
<td>Counseling Psychology Practicum in Supervision</td>
<td>4</td>
</tr>
<tr>
<td>COUN PSY 890</td>
<td>Advanced Assessment Techniques in Counseling Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Other Courses

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUN PSY 990</td>
<td>Research or Thesis (2 semesters)</td>
<td>3</td>
</tr>
<tr>
<td>COUN PSY 904</td>
<td>Counseling Psychology Externship (optional)</td>
<td>1-3</td>
</tr>
<tr>
<td>COUN PSY 908</td>
<td>Pre-Doctoral Internship in Health Service Psychology Preparation Seminar</td>
<td>2</td>
</tr>
</tbody>
</table>

#### Data Analytic Methods - 2 additional courses; at least one must address quantitative data analysis.

Examples could include:

- COUN PSY/ CURRIC/ED POL/ ED PSYCH/ELPA/ RP & SE 719: Introduction to Qualitative Research
- COUN PSY 755: Seminar on Meta-Analysis
- ED PSYCH 771: Test Construction
- ED PSYCH 960: Structural Equation Modeling
- ED PSYCH 964: Hierarchical Linear Modeling
- ED PSYCH 963: Design & Analysis of Quasi-Experiments for Causal Inference

### Total Credits

77-87

---

1. Students may take 2 semesters of COUN PSY 904 Counseling Psychology Externship for a total of 2-6 credits.

2. Must complete all courses listed for the Post–MA pathway and

### Post–B.A. Pathway

1. These pathways are internal to the program and represent different curricular paths a student can follow to earn this degree. Pathway names do not appear in the Graduate School admissions application, and they will not appear on the transcript.

### POLICIES

#### GRADUATE SCHOOL POLICIES

1. The Graduate School’s Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) provide essential information regarding general university policies. Program authority to set degree policies beyond the minimum required by the Graduate School lies with the degree program faculty. Policies set by the academic degree program can be found below.

#### MAJOR–SPECIFIC POLICIES

##### PRIOR COURSEWORK

1. Graduate Work from Other Institutions
   - With program approval, students are allowed to count no more than 21 credits of graduate coursework from other institutions. Coursework earned four or more years prior to admission to the doctoral program is not allowed to satisfy requirements.

2. UW–Madison Undergraduate
   - No credits from a UW–Madison undergraduate degree are allowed to count toward the degree.

3. UW–Madison University Special
   - With program approval, students are allowed to count no more than 9 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. Coursework earned four or more years prior to admission to the doctoral program is not allowed to satisfy requirements.

#### PROBATION

1. Placement on probation indicates a very serious faculty concern about a student’s performance. Students are placed on probation, as opposed to being dismissed from the program, when the faculty determines that the student likely will be able to address the difficulty that led to the probation if appropriate remediation is provided. If a recommendation for probation and remediation is adopted by the faculty, the student and advisor work with the Doctoral Training Committee (or a subset of this committee) to formulate a remediation plan including explicit goals and deadlines for evaluation of their attainment.
Students on probation cannot be approved as ready for the next level of clinical training (i.e., for foundational practicum; for internship) until they have successfully remediated the identified concern(s). This can have a substantial impact on time to degree, as practicum applications begin in the fall semester for the following academic year.

**ADVISOR / COMMITTEE**

Upon admission to the doctoral program, all students are assigned a faculty advisor. The doctoral student may select a major professor from the Department of Counseling Psychology who is not the original faculty advisor. In view of the important role that the major professor plays in the student’s dissertation research, students are advised to allow themselves sufficient time to get acquainted with all faculty, so that they can select a major professor with whom they share similar research interests, career goals, or other interests. The doctoral student’s faculty advisor plays an important role in monitoring and assisting the student with program planning.

Reviews of student progress are an agenda item for departmental faculty meeting in November (1st-year students only) and in April or May (all active Ph.D. students). All students are required to conduct a yearly progress report meeting with their advisor. Student perspectives are taken into account in these reviews, and all students complete the Doctoral Student Report on Progress, in conjunction with their advisors.

**CREDITS PER TERM ALLOWED**

15 credits

**TIME LIMITS**

Students have eight years from the date of admission to complete all of the necessary courses. Courses that are more than eight years old will not fulfill program completion requirements for admission to candidacy. Admission to candidacy occurs when students successfully complete all required coursework and pass their doctoral preliminary examinations. Students must be admitted to candidacy within ten years of admission to the department. Once admitted to candidacy (dissertator status) the student has five years to complete the dissertation and pass the final oral examination.

Once students are admitted they are expected to maintain continuous enrollment and make satisfactory progress toward their degree. Failure to maintain continuous enrollment may result in lengthy reentry process or possible termination from the program.

Prior to reentry into the program, the student should contact the department and petition the faculty for reentry. The full faculty will determine whether the student is granted reentry without conditions, granted reentry conditionally (e.g., require additional coursework or adherence to time lines for completion of degree requirements) or denied reentry.

**GRIEVANCES AND APPEALS**

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
- Office of the Provost for Faculty and Staff Affairs (https://facstaffprovost.wisc.edu/)
- Dean of Students Office (https://doso.students.wisc.edu/) (for all students to seek grievance assistance and support)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

**SCHOOL OF EDUCATION GRIEVANCE POLICY AND PROCEDURES**

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program administration or continuation, course grades (study abroad grade complaints are handled through International Academic Programs (https://studyabroad.wisc.edu/)), or issues not covered by other campus policies or grievance procedures.

For grievances regarding discrimination based on protected bases (https://compliance.wisc.edu/eo-complaint/) (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (https://compliance.wisc.edu/eo-complaint/).

For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking and sexual exploitation), contact the Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within the Office of Compliance.

For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of Education department, unit, or program, students should follow these steps:
1. Students are strongly encouraged to first talk with the person against whom the concern is directed. Many issues can be settled informally at this level. If students are unable to resolve concerns directly or without additional support, step 2 or 3 should be pursued.

2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and the student is not satisfied, the student should contact the TA’s supervisor, who is usually the course professor. The course professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member, professor, academic department, or School of Education office or unit, the student should contact the chair of the department or the director of the office or unit, or their designee. The chair or director, or their designee, will attempt to resolve the concern informally. If the concern is about the department chair or office/unit director, the student should consult the School of Education Senior Associate Dean for guidance.

3. If the concern remains unresolved after step 2, the student may submit a formal grievance to the chair or director in writing within 30 business days of the alleged unfair treatment. To the fullest extent possible, a formal written grievance shall contain a clear and concise statement of the issue(s) involved and the relief sought.

4. On receipt of a written grievance, the chair or director will notify the person at whom the grievance is directed with a copy of the written grievance. The person at whom the complaint is directed may submit a written response, which would be shared with the student.

5. On receipt of a written grievance, the chair or director will refer the matter to a department, office, or unit committee comprised of at least two members. The committee may be an existing committee or one constituted for this purpose. The committee, or delegates from the committee, may meet with the parties involved and/or review any material either party shares with the committee.

6. The committee will provide a written description of the facts of the grievance and communicate recommendations to the department chair or office/unit head regarding how the grievance should be handled.

7. The chair or director will offer to meet with the student who made the grievance and also will provide a written decision to the student, including a description of any related action taken by the committee, within 30 business days of receiving the formal grievance.

For the purpose of this policy, business days refers to those days when the University Offices are open and shall not include weekends, university holidays, spring recess, or the period from the last day of exams of fall semester instruction to the first day of spring semester instruction. All time limits may be modified by mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of the department chair after reviewing the committee’s recommendations is final.

Other types of grievances may be appealed using the following procedures:

1. Both the student who filed the grievance or the person at whom the grievance was directed, if unsatisfied with the decision of the department, office or unit, have five (5) business days from receipt of the decision to contact the Senior Associate Dean, indicating the intention to appeal.

2. A written appeal must be filed with the Senior Associate Dean within 10 business days of the time the appealing party was notified of the initial resolution of the complaint.

3. On receipt of a written appeal, the Senior Associate Dean will convene a sub-committee of the School of Education’s Academic Planning Council. This subcommittee may ask for additional information from the parties involved and/or may hold a meeting at which both parties will be asked to speak separately (i.e., not in the room at the same time).

4. The subcommittee will then make a written recommendation to the Dean of the School of Education, or their designee, who will render a decision. The dean or designee’s written decision shall be made within 30 business days from the date when the written appeal was filed with the Senior Associate Dean. For undergraduate students, the dean or designee’s decision is final.

Further appealing a School of Education decision – graduate students only

Graduate students have the option to appeal decisions by the School of Education dean or designee by using the process detailed on the Graduate School’s website (https://grad.wisc.edu/documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of Education Dean’s Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

RESOURCES

- Office of Compliance (https://compliance.wisc.edu/) (for discrimination based on protected classes, including misconduct) 179A Bascom Hall, 608-262-2378
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts between students, or academic integrity violations) 70 Bascom Hall, 608-263-5700
- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/) (for students who experience or observe bias or hate incidents) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students who need informal advice at any level of review; for official appeals of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/)) 217 Bascom Hall, 608-262-2433
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW-Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992
- Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987
- Dean of Students Office (https://doso.students.wisc.edu/) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700
- Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257
- School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651
- School of Education, Office of Equity, Diversity, and Inclusion (https://education.wisc.edu/about/diversity-inclusion/) (OEDI) 145 Education Building, 608-262-8427
PROFESSIONAL DEVELOPMENT

GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School’s professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

LEARNING OUTCOMES

1. Prepare for role as professional psychologist.
2. Apply professional standards and conduct.
3. Demonstrate scientific foundations.
4. Acquire knowledge and skill in psychological practice.
5. Acquire knowledge and skills in clinical supervision.
6. Develop relational skills.
7. Gain an understanding of the scientific basis for practice.
8. Acquire knowledge of research methods.
9. Apply research findings to psychological practice.
10. Apply scientific thinking to practice.
11. Develop a multicultural competence and social justice orientation.
12. Acquire cultural and scientific knowledge relevant to diverse and underrepresented groups.
13. Develop awareness of self as a cultural being.
14. Develop skill in application of knowledge of self, culture, and context to clinical work.

PEOPLE

Faculty: Professors Thompson (Chair), Gloria, and Quintana; Associate Professors Budge, Goldberg, and Wright; Assistant Professors Frost and Kim; Faculty Associate Lotta; Clinical Associate Professor Graham; Clinical Assistant Professors Ramirez Stege and Her.

Graduate Program Manager: Andrea Burdick. (ampalm@wisc.edu)
Department Administrator: Nancy Jaeckle (nejaeckle@wisc.edu)

ACCREDITATION

American Psychological Association (http://www.apa.org/)


CERTIFICATION/LICENSURE

Examination for Professional Practice in Psychology (http://www.asppb.net/)