

Psychology Graduate Course Request Policy

If a graduate student outside of our department wants to take a graduate course in the psychology department, they need to be approved prior to signing up for the course. This policy applies to PSY 6000/8000 courses. For graduate courses cross listed with Psychology and another department (e.g., PSY/CSE 6653), this policy applies to the PSY listing for the course. They should complete the Psychology Graduate Course Request form and following the instructions on the form. These steps include the following:

1. Explain exactly why you wish to take the class.
2. Explain exactly how you meet the qualifications for the class including any listed prerequisites.
3. Affirm that you communicated with the instructor of the course about course expectations and requirements.
4. Affirm that you have reviewed the syllabus for the class (if available at the time of the request).
5. Acknowledge that the course is designed for the Cognitive Science and/or Clinical Psychology doctoral students and will **NOT** be modified in any way for students outside these programs.
6. Your home advisor will need to sign the form attesting that you need the course or that it will enhance your education **AND** that you are prepared and qualified to take the course.
7. You will need to attach your transcript and CV to the form, and then send the signed form and your transcript and CV to the psychology department graduate coordinator.
8. Once you submit the form, the graduate coordinator will send it to the instructor for their recommendation and justification. Then, the graduate executive committee will review the documentation and vote Yes or No (will require three Yes votes to pass).
9. If approved, the graduate coordinator will let you know, and coordinate getting you signed up for the class with the program director. If declined, the graduate coordinator will inform you and your advisor why the student is not allowed in, and suggest other classes that may be a better fit, if applicable/appropriate.
10. Please note, all forms should be submitted at least **two weeks** before the first day of classes. Anything submitted after this time may be automatically rejected at the discretion of the graduate executive committee and instructor.