

Administrative and Financial Support

Administrative Assistance in the Program

Students enrolled in the Clinical Psychology PhD program have several resources to help with common student issues involving admission, registration, financial aid, and program issues. Advising and program planning is crucial to student success and each student in our program is assigned an advisor upon admission. Students meet with their faculty advisors on a consistent basis to address and questions and issues they may face. In addition, our graduate program assistant, Ceselie Tobin (email: ctobin@uttyler.edu) can assist with student questions and can handle most issues. Also, our departmental administrative assistant, Linda Speed (email: Lspeed@uttyler.edu), DCT (Dennis Combs, email: Dcombs@uttyler.edu), or department chair (Amy Hayes, email: Ahayes@uttyler.edu) can help with student problems and issues if needed. UT Tyler has a university-wide enrollment services center which can handle more complex issues students may encounter (email: Enroll@uttyler.edu).

Clinical Psychology Doctoral Student Financial Assistance

Financial support for Clinical Psychology doctoral students at UT Tyler includes scholarships, research, and/or teaching/clinic assistantships. Selected students who matriculate into the doctoral program will receive a four-year Clinical Psychology Scholarship as well as a renewable partial (50%) tuition scholarship. Not all students may be offered funding upon admission, and this is dependent on budget and financial constraints from the university, department, and program. Funding can derive from a variety of sources such as research assistant, teaching assistant, clinic GA's, course instructors, or grant funded positions. For selected students and pending satisfactory performance, funding should be available for 4 years and if students stay an additional 5 year there is no guarantee of program funding. A table of the financial support for selected students is provided below.

Clinical Psychology Ph.D. Student Support Budget/Year	
Type of Support	Amount of Support
Assistantship (Teaching or Research or combined)	\$ 17,180.00
Clinical Psychology Scholarship	\$ 2,000.00
Tuition Waiver (50%)	\$ 5,600.00
Total Support	\$ 24,780.00

Research and Teaching Assistantships

Doctoral students will also be appointed to either a Graduate Research Assistantship (GRA), renewable each year during the program, a Graduate Teaching Assistantship (GTA), or a combination of the two. All Assistantships are based on 19.5 hours per week. Assistantships will be provided for four years, pending satisfactory performance in coursework, and Research and/or Teaching Assistantship performance. **Outside employment is permitted and any outside work must follow the outside employment policy approved by the CPPC.**

Student Responsibilities: Graduate assistants are expected to understand and comply with the responsibilities and conditions of the assistantship. Assistants must be full time students, cannot be on probation, and are in good standing. Per the Graduate School GA/RA policy, the appointment can continue in the summer as long as the student was enrolled full time in the spring semester. Students who have advanced to candidacy and are in the dissertation phase can enroll in 6 credit hours to continue to receive the GA/RA stipend. The student has the responsibility to work at the prearranged times, show up on time, perform the work in an efficient and accurate manner, and maintain good academic standing. A student may be asked to perform work for other than the assigned faculty member if that faculty member is not utilizing the student fully.

Faculty Responsibilities. Faculty members assigned a graduate assistant will provide the assistant, as much as possible, with tasks that will enhance the student's development, while at the same time utilizing the student's efforts to accomplish the mission of the University, the academic unit, and the training program. Teaching Assistantship recipients will frequently have a mixture of didactic, research, and administrative responsibilities. The faculty member should be considerate of the student's time and other obligations; that is, heavy demands on time should not be made on short notice and without the agreement of the student, and as much as possible time commitments should be evenly spread across the semester.

Resolution of Difficulties. In the event that disagreements or dissatisfactions arise between a faculty member and a graduate assistant, they should make reasonable efforts together to resolve those differences through discussion and collaboration. The DCT, Department Chair, or Dean of the College of Education and Psychology may be called upon to informally assist in resolving any problems. If a problem continues the student or the faculty member may make a written formal complaint to the appropriate area/department under the Grievance Policy or as part of Program Retention and Evaluation Policy. Possible resolutions include: 1) make no changes, 2) change the assistantship assignment,

3) referral to the Clinical Psychology Program Committee for resolution, or 4) terminate the assistantship.

General Financial Aid

Domestic graduate students that have been fully, provisionally, or conditionally admitted into a degree-seeking program may be eligible for financial aid. Post-Baccalaureate Non-Degree, Graduate Non-Degree, and Certification students are ineligible for financial aid and/or scholarships. The primary purpose of financial aid programs is to assist eligible students with paying educational costs. These federal, state, and institutional funds provide assistance to students who would otherwise be unable to attend college. An applicant's need for financial aid is analyzed on an individual basis and need is determined by subtracting the expected family contribution from the estimated educational costs. Applications for financial aid are accepted and considered without discrimination on any basis prohibited by law, including, but not limited to, race, color, age, national origin, sex, veteran status, religion, or disability.

Students subject to selective service registration will be required to file a statement that the student has registered or is exempt from selective service registration in order to be eligible to apply for federal and/or state financial aid.

Applying for Financial Aid

The student is responsible for proper completion and submission of all required documents. Students applying for most federal and state financial aid programs must demonstrate financial need.

Applicants must:

- complete the Free Application for Federal Student Aid (FAFSA), available online at <https://fafsa.gov/>;
- be a U.S. Citizen, U.S. National, or U.S. Permanent Resident;
- be admitted to the University as a regular student and enroll in a degree-seeking program;
- maintain satisfactory academic progress (qualitative and quantitative);
- meet all federal and state program requirements.

House Bill 1403/Senate Bill 1528 Students

- must be classified as a Texas resident and eligible to pay in-state tuition rate (not due to receipt of a scholarship and/or waiver)
- must register with Selective Service (males 18 and 25 years old)
- must complete the TASFA financial aid application to be considered for the TEXAS grant
- State Grant and Scholarship Programs - Priority deadline date for complete FAFSA submission is January 15.

- Federal and Institutional Financial Aid Programs - Priority deadline date for FAFSA submission is January 15th for Fall and November 1st for Spring.

Award offers are contingent upon financial need and continued funding from each federal, state, and institutional program.

Outside Employment and Compensation Policy

This policy specifies the conditions and guidelines for students who are seeking outside employment while enrolled in the PhD clinical psychology program. This policy applies to all PhD students in the program.

The PhD program in Clinical Psychology is a full-time academic program and students are expected to meet all milestones and expectations of the program. Students are NOT required to obtain work outside of the program and this is optional.

We understand the issues impacting students regarding their finances and the sacrifices involved in pursuing an advanced degree. Students who seek outside employment must balance their progress towards their degree, career development, financial issues, family, time, and quality of life in making this decision. Having a work-life balance is important in all aspects of physical and mental health and we must carefully consider this decision. Faculty can be invaluable sources of information and we encourage students to discuss relevant issues with us at any time. Faculty can be invaluable sources of information and we encourage students to discuss relevant issues with us at any time. The consequences of falling behind or not meeting expectations can result in a delay of graduation, extended time in the program, probation and possible dismissal from the program, attrition, and ultimately sanctions from our accreditation board if students do not move through the program in a timely manner. The CPPC wants all students to have a good quality of life while making progress towards the degree.

If the faculty believe a student is having problems meeting program expectations, is not in good standing, or appears to be struggling, a discussion will be initiated to review the issues and concerns. Resolution of concerns will follow Ph.D. Student Retention and Evaluation Policy, the Ph.D Clinical Psychology Student Code of Conduct, and other professional standards enacted in the program. This may include a remediation plan and recommendations regarding outside employment activities. Program appeals can be made directly to the Department Chair and/or Dean if the student disagrees with the recommendations of the Clinical Psychology Program Committee (CPPC).

Program Guidelines for Obtaining Outside Employment and Compensation:

Discuss interest or pursuit of outside employment with academic advisor. As previously noted, faculty mentors are here to support students and to serve as a resource for navigating graduate education. Having an open discussion about balancing outside employment with program responsibilities would be important for maintaining good academic standing within the program,

pursuing healthy work/life balance, and also important from the faculty's perspective to understand external responsibilities that can impact a student's experience in the program.

Next, students who obtain outside employment need to notify the CPPC by emailing the DCT and CC'ing their academic advisor. Notification does not involve a review or approval at this point. All employees even faculty must declare outside employment per university policy. Both psychology and non-psychology jobs are permitted, and it is up to the student to weigh the decisions about the type of job obtained. Jobs related to psychology may require supervision, and in these cases, the CPPC may need additional information. Therefore, when initially notifying the DCT/ CPPC via email, students do not need to specify the details of the outside employment, but should note whether the position is psychology-related or not (e.g., "Dear Dr. Combs, I have accepted a non-psychology position as new employment outside the program.").

If students have outside employment, they must also maintain Good Standing in the program based on annual review, research progress, and/or practicum evaluations. This is consistent with expectations for all students and is important to students' long-term success regarding competitiveness for internship, graduation, and future employment as a psychologist.

If students have outside employment, the job cannot not interfere with assigned program duties, TA/GA/GRA jobs, or practicum placement work. This is also consistent with expectations for all students and imperative to the continued success of funding and institutional/local support for the Clinical Psychology PhD program.

If the outside employment is a paid practicum placement, the practicum coordinator needs to be involved and the student must meet supervision requirements per program and licensure regulations. Some practicum sites may want to enter into a contract with the university for paid practicum positions.