

Appendix Q.  
Graduate Admissions Committee Policies and Procedures  
Department of Psychology  
(approved: 11/06; revised: 3/09; revised 10/10, rev. 11/10)

Admissions to the graduate programs in the Department of Psychology are recommended by the Graduate Admissions Committee to the Graduate Dean of the University. A graduate admissions committee is assigned to each graduate program. Each individual graduate admissions committee is comprised of three members appointed by the department chair. At least one of these members must be a faculty member directly aligned with the specific graduate program. The Chairs of the Graduate Admissions Committees are appointed by the department chair.

The Graduate Admissions Committee is charged with applying the department's standards for graduate admission; working with the graduate program directors to determine the number of students that can reasonably be admitted for the upcoming year; and recommending the very best students for admission in each graduate program area. Each graduate committee will operate under the same basic admissions procedures.

The Committee will~~We~~ consider all applicants who have submitted complete files by the published deadline for applications. A file is not considered unless it contains official transcripts, GRE scores, completed application form including the statement of professional objectives, the application fee, and at least two of the three required letters of recommendation.

Completed applications are ranked independently by each member of the Graduate Admission Committee using a Rating Scale for Graduate Admissions, revised in 2009 and reviewed annually, at the beginning of the admission process. The Committee meets regularly from February to April to complete the appropriate admissions and possible waiting list candidates for the next year's fall class.

Members of the Graduate Admissions Committee will not access or take into account information about applicants available on electronic social networks (e.g., including, but not limited to, Facebook, Twitter, and MySpace).

Decisions regarding admission to graduate study are based on a review of all application materials submitted. The applicant must show promise of success in graduate studies. Factors that may be considered include the student's grade point average, (GPA) both overall and in psychology, the relevancy of previous course work, the applicant's demonstrated

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commitment to the field of study, and other criteria identified by the degree program. The overall strength of the record, rather than any single factor, is used to accept or deny an individual. At least two graduate admissions committee members must rate each file (The preferred practice is that three members will rate each file). If there is a discrepancy greater than 15 points (on a 62 point scale) the third graduate admissions committee (or a faculty member from the program the student is applying) must review and rate the file. The third rater's score will be combined with the other rater's score it is closest to and the average of those two scores will be used to rank the student in comparison to other applicants. If all three members of the Graduate admissions committee rate the file and there is no significant discrepancy (all scores differ less than 15 points from each other) the average of all three scores will be used to rank the student in comparison to other applicants. If all three raters' scores differ by more than 15 points the file must be re-reviewed. If consensus cannot be reached a faculty representative from the program that the student is applying must rate the file. If any rater's score differs from another rater's score by more than 15 points (i.e., two scores are similar to each other and the third score varies from at least one of these similar scores by 15 points) the file must be re-reviewed. If a consensus cannot be achieved the outlier (e.g., score significantly higher or lower than the other two scores) will be dropped and the average score from the other two scores will be used to rank the student in comparison to other applicants.

As part of the admissions process for the school psychology program, candidate interviews will be held. Applicants who pass the initial application review will be invited to one of two interview dates dependent on when their application was received by the Committee. Applicants who do not pass the initial application review will be sent a letter indicating that they will no longer be considered for admission to the school psychology program. Should a candidate be unable to attend the interview date an alternative date will be provided or the candidate will have the option of a phone interview at the Department's expense.

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Graduate credits earned as a non-degree-seeking student at ECU may be applied toward a graduate degree. The maximum number of credits allowed varies by program. Students admitted to the Clinical, School, Psychology and General Psychology programs may apply up to 9 such

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credits toward the degree (subject to approval by the Program Coordinator). Students admitted to the [I/O Industrial/Organizational](#) Program may apply up to 12 credits earned in four of the following classes: PSY 820 (or 820S), PSY 837, PSY 862, PSY 868, and PSY 875.