

CCE Procedures

After reading, please sign below and hand in with your CCE application.

1. Core Comprehensive Exams (CCEs) are given during the 12th week of Fall and Spring semesters and the first Saturday of August. Students are required to take the CCEs during the semester they are enrolled in their 3rd core course.
2. Passing ALL sections of the CCEs is required prior to registering for any assessment or selected therapy courses or for advancing to candidacy for the degree.
3. Students will be assigned code numbers and names will NOT be used on CCEs. Faculty readers will NOT know the identity of any student's exam.
4. Two faculty readers will grade each CCE on a pass/fail basis. Both must agree in order to fail a student on any CCE section.
5. If a student fails any CCE section, they MUST retake those sections the next time the CCE is administered. In preparation, students should arrange meetings with faculty graders to review their answers, and with other faculty teaching core courses to review concepts and receive other guidance in preparing to retake the CCEs. Failure to follow through with these recommendations may affect any subsequent decisions that the Graduate Committee has to make on the student's disposition.
6. If all sections of the CCEs are not passed a second time, the Graduate Committee must decide on the disposition of the student's case. According to the Graduate Catalogue (pg. 81): "Students should be aware that one option is dismissal from the program."
7. Students who failed the CCE twice should submit a letter to the Graduate Committee (c/o Dr. Claudia Haferkamp, Committee Chair) explaining the methods used to prepare for the CCEs and any other factors that may have contributed to the failure.
8. According to the Graduate Catalogue (pg. 81): "Without special permission from the Graduate Program Coordinator, students will be limited to 18 credits prior to passage of all components of the CCE." This also applies to psychology credits obtained prior to admission to the program."

I have read and understand the above policies and procedures.

Student's name: _____ Date: _____

Millersville University
Psychology Department -CCE

Saturday November 15, 2008 CCE SCHEDULE

NOTE! YOU MUST HAVE PASSED ALL YOUR REQUIRED COURSES SUCCESSFULLY IN ORDER TO BE ELIGIBLE TO TAKE THE CCE.

TIME AND LOCATION

ALL STUDENTS TAKING THE CCE FOR THE FIRST TIME AND ALL STUDENTS RETAKING ONE OR MORE PARTS OF THE CCE, COME TO THE LOBBY OF THE NEW STAYER BUILDING BY 8:30 AM.

Saturday November 15 9:00-10:00 a.m., Stayer 209 or 211- DEVELOPMENTAL

**10:30-11:30 a.m., Stayer 209 or 211 - PSYCHOPATHOLOGY
Stayer 209 or 211 - SEMINAR IN SCHOOL PSYCH
Stayer 209 or 211 - CAREER DEVELOPMENT**

**12:00- 1:00 p.m., Stayer 209 or 211 - RESEARCH DESIGN
Stayer 209 or 211 - COUNSELING THEORY**

APPLICATION DEADLINE: Wednesday, November 12, 2008

FORMAT FOR HANDWRITTEN ANSWERS

There will be ONE SHORT ESSAY, approximately 2 double-spaced typewritten pages, FOR EACH CORE COURSE. The student will write an original and a carbon copy of the essay. The Psychology Department will keep the original, and the student will take the copy with him/her to prepare a typed copy. The typed copy should be an exact replica of the original. **Failure to submit the exact replica will result in disqualification.** Any changes made by you **before** you turn in the **original** should **NOT** be reflected in your typed copy. For example, any inaccurate word should be TYPED EXACTLY THE WAY IT WAS on the original. However, if you crossed the word out and made a correction in the original, your typed copy should show only the correct word. Students must submit, **by Noon, Monday November 17, 2008** **THREE** copies of the essay to **Dr. Amelia Lopez**, Psychology Department Office (Rm. 145) or via e-mail Amelia.Lopez@millersville.edu.

The exam is taken closed book, and all writing material (paper and carbon paper), with the exception of pens, will be provided by the Psychology Department.

Special Accommodations: Students who require special accommodations in testing procedures need to contact Dr. Lopez at least three weeks prior to the CCE.

FORMAT FOR TAKING THE EXAM BY COMPUTER

Students choosing the computer option will be provided a blank diskette by the Department. Knowledge of and skills in the use of Microsoft **Word** are essential.

GRADING

Each essay will be graded by two readers on the following criteria: understanding of the basic issues, coherence and clarity of presentation (including the style of writing), and evidence of critical thinking

GRADING SCALE:

3 - Good	1 - Unsatisfactory
2 - Acceptable	0 - No Answer

If a student receives an average grade of 1.0 or less, the exam is failed.

AN IMPORTANT REMINDER: There is a limitation on the number of times a student is allowed to take the CCE.

- (1) Each student is allowed to take any part of the Exam **up to two times**.
NOTE: Even if student may decide not to turn in the answer, it will still count as one trial, as long as the student receives the question. If all components of the CCE are not passed the second time, a special sub-committee of the Graduate faculty will decide on the disposition of the student's case. Students should be aware that one option is dismissal from the program. Students will be limited to 18 credits prior to passage of all components of the CCE.
- (2) Upon successful completion of the CCE, the Graduate Committee will meet and determine if you are qualified for Advancement to Degree Candidacy.

Application Form: This application form should reach the Psychology Department office **on or before Wednesday, November 12, 2008**. If you have any questions regarding your eligibility, please contact Dr. Claudia Haferkamp (office phone #: 872-3826). If you have any questions regarding the procedural aspects of the exam, please contact Dr. Amelia Lopez (phone #: 872-3085 or 3093).

Please Read:

Academic Honesty is the cornerstone of academic evaluations, such as the Departmental CCE. The Psychology Department adheres to and enforces the Academic Honesty Policy of Millersville University. This includes the avoidance of any form of academic misconduct and cheating. In addition, the Psychology Department sees adherence to ethical behavior as the foundation of professional conduct in the training of future clinicians and professionals. Therefore, any evidence of unethical behavior during the CCE will result in disciplinary action and/or dismissal from the Program. In agreement with the above policy, no notes, index cards, study materials or any personal items are permitted in the classroom during the CCE.

Helpful Hint: Copies of CCE questions from previous years are available for your review at the Reserve Desk in Ganser Library, listed under Dr. Lopez.