**University of Connecticut**

**School Psychology Program Timeline for Completion**

**PhD Program**

**Please note that students are responsible for proper completion and timely submission of all required documentation to maintain active status in the program and meet progress milestones as expected. Further, students must take responsibility to work with the major advisor to ensure that their program folders are complete and current at all times, and that the university record (Peoplesoft) is accurate and up to date with The Graduate School. It is highly advised that students retain a personal photocopy of all documentation that is forwarded for processing.**

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| **First Year** |
| **What needs to be completed** | **Date Completed** |
| **Fall Semester** |
| In accordance with the State of Connecticut Public Act 09-01, Section 8, be aware that all students must have a criminal background check (fingerprinting) 30 days **prior** to involvement in any school-based clinical experience, or placed in a practicum or internship setting.* Complete fingerprinting at CREC or EASTCONN.
* Provide evidence of having completed fingerprinting to the EPSY Administrative Assistant to document within your department student file.
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| Students are strongly encouraged to purchase professional liability insurance at the onset of their practicum experience, and to maintain this insurance throughout their time in practicum settings and during their internship year. This applies to work in school settings as well as clinical placements. Information about how to obtain professional liability insurance can be found at: <http://www.nasponline.org/membership-and-community/professional-liability-insurance> and <http://www.apa.org/membership/insurance.aspx> |  |
| In order to comply with CT State Department of Education requirements, all Master's/Sixth-year and PhD students are required to present evidence of either taking the Praxis Core or receiving a sufficient score on a previously taken standardized test (i.e., SAT, ACT, and/or GRE) that would qualify them to waive the Praxis Core. These steps need to be completed by the end of the first semester in the program. This applies to both domestic and international students.Students do not need to resubmit qualifying scores (i.e., GRE) for purposes of waiving the Praxis Core if they submitted them with their application to the program. Students who do not qualify to waive the test requirement will need to take the Praxis Core exams in math, reading, and writing and submit these scores to UConn. Students should also provide a copy of their score report to the EPSY Administrative Assistant for their student file. Students are not required to retake the exam if they do not a pass a section. * In order to register for the Praxis Core, complete the following steps:
	+ Log into your Praxis account: <https://www.ets.org/portal/site/iserpraxis/menuitem.1b7fdbe6788d618e6c41265a7beb1509>
	+ Select the “Register for a Praxis” test link
	+ Select the “I Agree” button
	+ Select the “Continue” button after confirming your personal information
	+ Select the “EPP Test Requirements” button to view a full list of Praxis tests. The Core Reading, Writing, Mathematics and Combined tests will be available in this list.
* Visit <http://teachered.education.uconn.edu/programs/ibm/current-students/praxis/> for more information about waiver requirements, taking the Praxis Core, and/or ordering a score report.
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| Meet with your major advisor and select an advisory committee comprised of at least three faculty members. ***Note. For the majority of students, the advisory committee for the master’s plan should consist of all core school psychology faculty members***. |  |
| Obtain the *Plan of Study for the Master’s Degree* form from The Graduate School (under Forms at [www.grad.uconn.edu](http://www.grad.uconn.edu)). * Complete 3 copies of form (one for The Graduate School, one for your student file, one for your records).
	+ Check off “Plan B (Non-Thesis)” on the form.
* Obtain original signatures of advisory committee members on all 3 copies.
* Submit completed and signed copies to the EPSY Administrative Assistant, and receive directions on final processing through The Graduate School.
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| Submit portfolio to major advisor for annual review by December 1st. Refer to the Pre-internship Performance-based Assessment manual for more information. |  |
| **Spring Semester** |
| * Schedule a meeting with the major advisor to review portfolio and progress to date.
	+ Note that your annual performance evaluation will include review of evidence of satisfactory progress in areas of coursework, comprehensive exams, and paperwork documentation specified in this timeline.
* Review The Graduate Catalog ([www.gradcatalog.uconn.edu](http://www.gradcatalog.uconn.edu) - section on Standards and Degree Requirements) for minimum standards for satisfactory progress, and consult the program handbook for additional requirements.
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| Apply for the sixth-year certificate program.* Complete the application for the sixth-year certificate program with The Graduate School (https://uconngrad.askadmissions.net/emtinterestpage.aspx?ip=application). You will need to create a new account (i.e. not the account you used to apply to the program) in order to complete the application. Before submitting the application to The Graduate School, email the admissions department (gradadmissions@uconn.edu) to indicate the following:
	+ Identify that you are a current graduate student at UConn (include your Peoplesoft ID)
	+ Indicate that you are applying for the 6th year track – and as such, your program does not require that you obtain new or additional letters of recommendation.
	+ Indicate that the program does not require that you re-write your personal statement. Instead, you will upload a document that explains that “a personal statement is not a requirement of the program” in the personal statement field of the application.
	+ Ask for a waiver so that you do not have to pay the application fee again.
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| Obtain the *Plan of Study for the Sixth-Year Diploma* form from The Graduate School (under Forms at [www.grad.uconn.edu](http://www.grad.uconn.edu)). * Complete 3 copies of form (one for The Graduate School, one for your student file, one for your records).
* Obtain original signatures of advisory committee members on all 3 copies.
* Submit completed and signed copies to the EPSY Administrative Assistant, and receive directions on final processing through The Graduate School.
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| Review your approved plan of study for the master’s program. If your actual coursework deviated from the submitted and approved *Plan of Study for the Master’s Degree (Plan B)*:* Complete *Request for Changes in Plan of Study* form.
* Obtain required original signatures on 3 copies. (Retain one copy of the completed and signed form as a backup for documentation in your department student file.)
* Submit completed one signed copy to The Graduate School.
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| Review the guidelines for current students regarding applying for graduation ([www.grad.uconn.edu](http://www.grad.uconn.edu)). Apply for graduation in StudentAdmin, indicating an August expected conferral. * If an August expected conferral is not an option, select an expected conferral in the Spring. The Graduate School will contact you if your conferral date needs to be changed to August.
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| Take the Master’s level comprehensive examination, scheduled by the Program Director (typically at the end of the semester during Finals week). * Obtain a copy of the *Report on the Final Examination for the Master's Degree* form ([www.grad.uconn.edu/current-student/forms)](http://www.grad.uconn.edu/current-student/forms%29) and bring it with you to the exam.
* At the end of the exam, complete the demographic information at the top of the *Report on the Final Examination for the Master's Degree* form (available on the grad school website) with your personal information completed and give it to the exam administrator

Approximately 5 business days following the exam, the Program Director will provide you with the results (pass/fail) and will submit the completed paperwork to The Graduate School to indicate completion of the milestone.  |  |
| Obtain the *Plan of Study for the Degree of Doctor of Philosophy* form from The Graduate School (under Forms at [www.grad.uconn.edu](http://www.grad.uconn.edu)). * Complete **3 copies** of form (one for The Graduate School, one for your student file, and one for your records).
* Obtain original signatures of advisory committee members on all 3 copies.
* Make a copy of one of the completed and signed forms and provide to your major advisor.
* Submit completed and signed copies to the EPSY Administrative Assistant for directions on final processing through The Graduate School.
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| **Second Year** |
| **Fall Semester** |
| Students are required to take the Praxis II Examination by the end of the second year (*Note. Doctoral students may elect to take the exam during their third or fourth years.*)* Refer to ETS for registration information regarding the National Examination in School Psychology (Praxis II; code 5402; information available at ets.org)
* Schedule to take exam.
* Send results directly to NASP and State Departments of Education (for whatever state(s) you might be getting certified in). To get your NCSP, NASP will need the scores, to get certified in a state, the State Dept of Education will need your scores. It is free to send the score report if you choose to do so when you take the exam. You will pay an additional fee if you have the scores sent after the exam.

 When Praxis scores are received, * Provide evidence of your score the National School Psychology Examination (Praxis II; code 5402) to your major advisor, making sure to black out any confidential information (e.g. SSN) on the score report form.
* Along with the score report, complete the top portion of the *Report on the Final Examination for the Sixth-Year Diploma* ([www.grad.uconn.edu/current-students/forms)](http://www.grad.uconn.edu/current-students/forms%29) and give to your major advisor. The major advisor will certify if a passing score was obtained, and the paperwork can be filed with The Graduate School to indicate completion of the milestone.
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| Submit portfolio to major advisor for annual review by December 1st. Refer to the Pre-internship Performance-based Assessment manual for more information. |  |
| **Spring Semester** |
| * Schedule a meeting with the major advisor to review portfolio and progress to date.
	+ Note that your annual performance evaluation will include review of evidence of satisfactory progress in areas of coursework, comprehensive exams, and paperwork documentation specified in this timeline.

Review The Graduate Catalog ([www.gradcatalog.uconn.edu](http://www.gradcatalog.uconn.edu) - section on Standards and Degree Requirements) for minimum standards for satisfactory progress, and consult the program handbook for additional requirements. |  |
| **Third Year** |
| **Fall Semester** |
| Determine appropriate sequence for registering for the doctoral dissertation research credits (GRAD 6950). Note that a minimum of 15 credits are required to be listed on your program of study and completed with satisfaction (S grade), which should be taken in variable credit increments (1-9) across remaining semesters in your doctoral program.  |  |
| Submit portfolio to major advisor for annual review by December 1st. Refer to the Pre-internship Performance-based Assessment manual for more information. |  |
| **Spring Semester** |
| * Schedule a meeting with the major advisor to review portfolio and progress to date.
	+ Note that your annual performance evaluation will include review of evidence of satisfactory progress in areas of coursework, comprehensive exams, and paperwork documentation specified in this timeline.
* Review The Graduate Catalog ([www.gradcatalog.uconn.edu](http://www.gradcatalog.uconn.edu) - section on Standards and Degree Requirements) for minimum standards for satisfactory progress, and consult the program handbook for additional requirements.
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| Begin preparations for the *General Examination*. In school psychology, the qualifying examination for doctoral study involves a successful dissertation proposal defense. Enrollment in and completion of EPSY 6194 Doctoral Seminar begins the process of dissertation proposal completion.Note. Ordinarily, the qualifying examination is taken near the end of content coursework completion (fall semester of fourth year), but not later than 8 months prior to completion of all degree requirements. It is taken after the *Plan of Study for the Degree of Doctor of Philosophy* has been approved. (According to The Graduate School guidelines, the qualifying examination must be passed within 5 years of starting the doctoral program.) |  |
| **Fourth Year** |
| **Fall Semester** |
| Prepare application materials for internship – begin interviews to secure an appropriate internship site (will likely continue through Spring), to be confirmed in consultation with internship supervisor and major advisor * Internship must be 10 months full-time or 20 months half-time placement and completed in a K-12 or educationally related setting.
* Note. If you plan to seek certification with a deficiency prior to going on internship, please see the Program Director for assistance.

*To be eligible to begin internship, you must have passed the National Examination in School Psychology (Praxis II) and, in accordance with the State of Connecticut Public Act 09-01, Section 8, all students must have a criminal background check (fingerprinting) 30 days prior to being involved in any school-based clinical experience.* |  |
| Prepare and defend the dissertation proposal. When preparing your proposal, carefully review the EPSY Department Dissertation Proposal Guidelines, available on the EPSY website. Prior to completing the oral defense of the proposal, * Have readers sign 1 copy each of the *Dissertation Tentative Approval Page* (reader form; available from The Graduate School website).

Assuming a successful proposal defense, * Have committee members sign 1 copy of the *Report on the General Examination for the Doctoral Degree.*
* Have committee members sign 1 copy of the *Dissertation Tentative Approval Page.*
* Along with a copy of your completed HSIRB protocol for submission, submit 1 copy of the dissertation proposal (with the *Doctoral Dissertation Proposal Cover Sheet* as the cover sheet) to the EPSY Administrative Assistant.
* Upon receiving HSIRB approval, make sure to communicate with your major advisor regarding procedures for data safety and monitoring and forward a copy of your approval letter to The Graduate School.

Confirm the milestone has been recorded in your StudentAdmin record – at this point the doctoral student is advanced to candidacy level. |  |
| Submit portfolio to major advisor for final review by December 1st. Refer to the Pre-internship Performance-based Assessment manual for more information. |  |
| **Spring Semester** |
| Register for EPSY 6491 Internship for fall semester – note a minimum 3 credits are required, but can be variable based on need. Consider your personal circumstances related to health insurance and financial aid implications when determining total credits.  |  |
| By the first Friday in April, schedule a meeting with the major advisor to review progress to date. * Note that your annual performance evaluation will include review of evidence of satisfactory progress in areas of coursework, comprehensive exams, and paperwork documentation specified in this timeline.
* Review The Graduate Catalog ([www.gradcatalog.uconn.edu](http://www.gradcatalog.uconn.edu) - section on Standards and Degree Requirements) for minimum standards for satisfactory progress, and consult the program handbook for additional requirements.
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| **Fifth Year** |
| **Fall Semester** |
| Begin 10-month internship at an approved site. |  |
| Register for EPSY 6491 Internship for spring semester – note a minimum 3 credits are required, but can be variable based on need. Consider your personal circumstances related to health insurance and financial aid implications when determining total credits.  |  |
| Review your approved *Plan of Study for the Master’s/6th Year Program* and *Plan of Study for the Degree of Doctor of Philosophy*. If your actual coursework deviated from the approved plan:* Complete *Request for Changes in Plan of Study* form.
* Obtain required original signatures. (Retain one copy of the completed and signed form as a backup for documentation in your department student file.)
* Submit completed and signed copies to The Graduate School.
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| **Spring Semester** |  |
| Assuming satisfactory progress, at the end of the internship period\*, * Obtain and complete the *Report on the Final Examination for the Sixth Year Diploma* form, available on the grad school’s website. The Praxis II serves as the 6th Year comprehensive exam.
* Have your major advisor sign the form.
* Submit and complete signed copy to the Graduate School. Retain a copy for your personal records.
* It is advised that you check StudentAdmin following submission to ensure that this milestone is recorded.

\*Note: It is your responsibility to complete all necessary requirements, including that all paperwork is filed (e.g., Plans of study, Master’s Examination paperwork, Report of the Final Examination for 6th Year [Praxis], Dissertation Proposal and Defense paperwork). |  |
| Review your approved plan of study for the sixth year certificate program. If your actual coursework deviated from the submitted and approved *Plan of Study for the Sixth-Year Diploma*:* Complete *Request for Changes in Plan of Study* form (available on the grad school website).
* Obtain required original signatures on 3 copies. (Retain one copy of the completed and signed form as a backup for documentation in your department student file.)
* Submit one completed and signed copy to The Graduate School.
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| Apply for graduation, indicating an expected August conferral date. This process is completed through StudentAdmin. Students should inform the Director of Internship of the graduation ceremony, if any, they plan to attend by the end of March. The Director of Internship will communicate with the Graduate School about students being allowed to walk in the May commencement by April 1st as long as only the last few weeks of internship and internship grade are outstanding. |  |
| Students who are receiving federal financial aid during the internship year must complete the Verification of Academic Engagement form (available on financial aid's website), which will need to be signed by the Director of Internship. The Director of Internship will also need to sign a letter confirming that you are on internship and will receive a grade for the semester upon internship completion. Both need to be sent together to the financial aid office by the beginning of June. |  |
| To obtain certification in CT: * Inform the Director of Internship of your last date of internship by April 1st. The Director of Internship will send a list of names and end dates of internships to the Graduate School. The Director of Internship will also change each student’s incomplete internship grade once they have completed internship.
* Once the internship course grade is changed from an Incomplete to a letter grade, students should call the Graduate School and request an expedited audit of their transcript. When the audit is completed, the date will be marked on the transcript as the official date of graduation.
* The Dean’s office will process all certification requests for the school at one time. You will receive an email from the Program Director and/or a Program Graduate Assistant asking you to provide the information required by the Dean’s office to complete your ED 170-A on your behalf. Respond to the email thoroughly and promptly.

Also: * Make sure that you have completed all other program requirements
* Ask the internship site to complete the ED-126 (OPTIONAL- contact Dr. Bray for more info).
* Request an updated official copy of the University transcript. Make sure the transcript includes the date when the sixth-year diploma was conferred.

For the National Certification in School Psychology, see NASP website for forms and procedures. |  |
| Defend dissertation.  While preparing for the defense,* Understand the minimum guidelines provided in The Graduate Catalog, and any additional expectations of the program and EPSY department.
* Follow directions provided on the website with regard to dissertation preparation and completion requirements (under Current Students at [www.grad.uconn.edu](http://www.grad.uconn.edu)). *It is your responsibility to follow all indicated checkpoints and timelines (e.g. announce defense at least two weeks prior, submit all final paperwork by the last business day prior to commencement) to meet your expected commencement date*.

Assuming a successful defense day, * Have committee members sign 3 copies of the *Report on the Final Examination for the Doctoral Degree.*
* Have committee members provide original signatures on the approval page for as many hard-bound copies you want to create.
* Have readers sign 1 copy each of the *Dissertation Proposal for the Doctoral Degree* (reader form; available on The Graduate School Forms webpage in the *Doctoral* *Dissertation Proposal Coversheet and Instructions*).
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| In preparation for commencement,* Email the Program Director to confirm the following information: dissertation title, date of defense, major advisor, and place of internship
* Provide a bound copy of final dissertation to the program for record keeping.
* Submit the final copy of your dissertation to Digital Commons. For instructions go to: <http://digitalcommons.uconn.edu/dissertations/guidelines.html>
* Apply for graduation in PeopleSoft – if eligible, to be included in the May commencement book, the dissertation defense and related paperwork must be completed by the end of the spring semester. If the defense and paperwork are completed over the summer, students may apply for August conferral and will be included in the May commencement book for the following spring.
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