University of Connecticut
School Psychology Program Timeline for Completion

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.

First Year		
What needs to be completed	**Date completed**	
Fall Semester	**MA**	**PhD**
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. ☐ Provide evidence of having completed fingerprinting to the EPSY Administrative Assistant to document within your department student file.		
In order to comply with State requirements, all applicants to the master's/sixth-year, or Ph.D. programs are required to present evidence of having passed the Praxis I, or have obtained a waiver based on sufficient SAT scores. ☐ Telephone 860 713-6969 or write the State Department of Education and ask them to mail you an application for the *Connecticut Academic Skills Assessment Waiver Application* (or evidence of passing Praxis I). ☐ Complete and submit the form. When the Praxis waiver is received, ☐ To provide documentation in your student file, provide a copy to the EPSY Administrative Assistant.		
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 Plan B (non-thesis)* form from The Graduate School (under Forms at www.grad.uconn.edu). ☐ Complete 3 copies of 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. (Retain one copy of the completed and signed form as a backup for documentation in your department student file.)		
Submit portfolio to major advisor for annual review by the third Friday in December. Refer to the Pre-internship Performance-based Assessment manual for more information.		
Spring Semester		
Apply for the sixth-year certificate program and complete the associated plan of study. ☐ Complete the application for the sixth-year certificate program with The Graduate School (http://grad.uconn.edu/current-students/forms/?Grad). <u>Before</u> submitting the application to The Graduate School, email the admissions department (gradadmissions@uconn.edu) to indicate the following: o Identify that you are a current graduate student at UConn (include your Peoplesoft ID) o 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. o 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. o Ask for a waiver so that you do not have to pay the application fee again. ☐ Complete plan of study for sixth year program, *Sixth-Year Program in Professional Education-Plan of Study for the Professional Diploma in Education,* available on School Psychology program website or from the EPSY Administrative Assistant. ☐ Obtain original signatures of your major advisor on all **3 copies** of your plan of study. (Retain one copy of the completed and signed form as a backup for documentation in your department student file.) ☐ Submit the completed and signed copies of the plan of study to the EPSY Administrative Assistant, who will obtain the Dean's signature and confirm further directions for processing through to The Graduate School.		
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. (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.		
Review the guidelines for current students regarding applying for graduation (www.grad.uconn.edu). Apply for graduation in Peoplesoft, indicating an August expected conferral.		
Take the Master's level comprehensive examination, scheduled by the Program Director typically right at the end of the semester. ☐ 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 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). ☐ Complete **3 copies** of form. ☐ 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.		
Following completion of final grade posting, 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 - section on Standards and Degree Requirements) for minimum standards for satisfactory progress, and consult the program handbook for additional requirements.		
Second Year		
Fall Semester		
Students are required to take the National School Psychology 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 10401; 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 10401) 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 Comprehensive Exam for the 6th Year Certificate (available from EPSY Administrative Assistant) 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.		
Submit portfolio to major advisor for annual review by the third Friday in December. Refer to the Pre-internship Performance-based Assessment manual for more information.		
Spring Semester		
Prepare applications materials for internship – begin interviews to secure an appropriate internship site, to be confirmed in consultation with internship supervisor and major advisor (*Note. Doctoral students will do this during their fourth year*). □ 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.*		
Register for EPSY 5491 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. (*Note. Doctoral students will do this during their fourth year*).		
Submit portfolio to major advisor for final review by the first Friday in April. Refer to the Pre-internship Performance-based Assessment manual for more information.		
Following completion of final grade posting, 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 - section on Standards and Degree Requirements) for minimum standards for satisfactory progress, and consult the program handbook for additional requirements.		
Third Year		
Fall Semester		
Register for EPSY 5491 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.		
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 the third Friday in December. Refer to the Pre-internship Performance-based Assessment manual for more information.		
Spring Semester		
Assuming satisfactory progress, at the end of the internship period*, ☐ Obtain the *Intent to Complete 6th-Year Program*, *Notice of Completion of Work* (for 6th-year program), *Summary Project of Comprehensive Examination* (for 6th year program) forms from the EPSY Administrative Assistant. ☐ Complete *Intent to Complete 6th-Year Program* and *Notice of Completion of Work* (for 6th-year program) ☐ Have your major advisor sign the *Notice of Completion of Work* (for 6th-year program) ☐ Make sure that the *Summary Project of Comprehensive Examination* (for 6th year program) form		

has been completed and the milestone recorded in your Peoplesoft record. ☐ Submit completed and signed copies to the EPSY Administrative Assistant, who will obtain the Dean's signature and connect with you regarding directions for final completion. (Retain one copy of the completed and signed form as a backup for documentation in your department student file.) *Typically the 5th year for doctoral students.		
Review your approved plan of study for the sixth year certificate program. If your actual coursework deviated from the submitted and approved *Sixth-Year Program in Professional Education-Plan of Study for the Professional Diploma in Education*: ☐ 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. * Typically the 5th year for doctoral students.		
Apply for granting of the Sixth Year Professional Diploma, indicating an expected August conferral date. *Typically the 5th year for doctoral students.		
If you are receiving financial aid while on internship, complete the Verification of Academic Engagement form (available on financial aid's website) to be signed by professor leading the internship course. The professor 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. **Typically the 5th year for doctoral students.		
To obtain certification in CT: ☐ In mid-March, ask the Program Director to officially notify the Assistant Dean's office to process the ED-170A. ☐ When your internship hours are complete, you can contact the Records Division of The Graduate School to request an expedited audit of your degree program. The team lead is Terra Zuidema (terra.zuidema@uconn.edu). They have a history of completing expedited audits for international		

students dealing with associated visa issues, and can do so for you if there is urgent need to expedite. Otherwise the audit process will be completed in time for the August conferral date.
- ☐ As of 2015, you can request that the Neag School provide verification that you may proceed with request for certification (ED170A) at the time of your degree audit (i.e., AFTER your internship hours are complete and BEFORE August 24), as long as August 24th is listed as the program completion date. This will allow you to move forward with the application for certification.
- ☐ Once the degree audit has been completed, you can receive a letter from The Graduate School indicating that the degree requirements have been met. At that time, your transcript will be posted with a note indicating degree awarded. The official conferral date will be August 24th as that is the next period in which the university has a posted conferral period, but the official degree awarded date will be indicated. [If this letter does not suffice for your employer, the Neag School of Education also can produce a letter indicating that degree requirements have been met.]

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.

*Typically the 5th year for doctoral students.

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.)

Following completion of final grade posting, 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 - section on Standards and Degree Requirements) for minimum standards for satisfactory progress, and consult the program handbook for additional requirements.		
Fourth Year		
Fall Semester		
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 Proposal Review Form* (reader form; available from EPSY Administrative Assistant or via the EPSY 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 Proposal for the Ph.D. Degree* ☐ Along with a copy of your completed HSIRB protocol for submission, submit 1 copy of the dissertation proposal (with the *Dissertation Proposal for the Ph.D. Degree* 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 Peoplesoft record – at this point the doctoral student is advanced to candidacy level.		
Submit portfolio to major advisor for final review by the third Friday in December. Refer to the Pre-internship Performance-based Assessment manual for more information.		
Spring Semester		
Apply for internship to begin the following fall. Note. See guidelines under fall and spring second year for master's/sixth year students.		

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.		
Following completion of final grade posting, 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 - section on Standards and Degree Requirements) for minimum standards for satisfactory progress, and consult the program handbook for additional requirements.		
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 Doctoral Degree*. 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.		
Spring Semester		
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). *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 Review Form* (reader form; available through the EPSY Office).		

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.		

Apply for appropriate certifications.
    ☐ For state certification, see prior row for master's/sixth year students.
    ☐ For the National Certification in School Psychology, see NASP website for forms and procedures.		

A note regarding travel funding: In order to receive travel funding, students must follow the following steps:

Before you leave:

    1. Go to http://web.uconn.edu/travel/ta_help.php and complete the travel approval form. Also fill out the Request for Approval of Travel on Doctoral Student Travel Funds form available at http://grad.uconn.edu/doc/Doctoral_Student_Request_for_Travel.pdf.

2. Send the Cheryl Lowe a copy of your registration receipt, or see her about getting registered with no out-of-pocket cost to you.
3. Obtain a conference rate for the hotel. If no conference rate was obtained, make sure the hotel stay was within 125% (excluding taxes, etc.) of lodging per diem for the area. http://www.gsa.gov/portal/content/104877.
4. Only book coach/standard airfare/rail. Business or first class will not be reimbursed, or see Cheryl Lowe about booking a flight with no out-of-pocket cost to you.

At the Conference:

1. Be sure to keep:
   a. Itemized itinerary and boarding tickets for the train, plane, or bus
   b. Receipts for taxi/bus/ferry/shuttle to and from the airport/train station/bus station
   c. Hotel bills- The same hotel bill cannot be submitted for two different people, so be sure to get separate bills if you are sharing a room.
   d. A copy of the conference schedule, which also shows any meals that were provided free of charge to the attendees (even if you decided not to partake of them)
2. If driving to the conference:
   a. Keep gas receipts and submit Mapquest printout.
   b. Email the Cheryl Lowe with your home address for mileage calculation.
3. Note: ALL receipts that you turn in MUST show a zero, or paid balance.
4. When you return, give all of your receipts etc. to Cheryl Lowe.