**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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| Program students (practicum and internship) are covered by the University of Connecticut malpractice insurance. Students can also elect 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> |  |
| All program students will be emailed a link to complete an Attestation Form. Note that this form only needs to be completed once in graduate school, not annually. |  |
| 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. * 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 <https://teachered.education.uconn.edu/ibm-current-students-praxis/> for more information about waiver requirements, taking the Praxis Core, and/or ordering a score report.
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| Apply for the sixth-year certificate program for the next fall term (BY **DECEMBER 1st OF FIRST YEAR**\*\*)* 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. |  |
| Submit portfolio artifacts in Portfolium for final review by the date in the Pre-internship Portfolio Manual. Refer to the Pre-internship Portfolio Manual for more information. Check in with your major advisor about any questions, concerns, etc. |  |
| **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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| **Second Year** |
| **Fall Semester** |
| Students are required to take the Praxis II Examination by June 1st 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. (Please schedule to take prior to the end of the Fall semester during 2nd year)
* 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, * Students should provide a copy of their score on the National School Psychology Examination (Praxis II; code 5402) to the EPSY Administrative Assistant for their student file, making sure to black out any confidential information (e.g. SSN) on the score report form.
* Along with their score report, students must create the *Report on the Final Examination for the Master's Degree webform* ([www.grad.uconn.edu/current-student/forms)](http://www.grad.uconn.edu/current-student/forms%29) or (https://registrar.uconn.edu/forms/) which is routed to the committee members for approval for the passing score obtained. Once the webform is completed and approved by the committee members, it’s routed to Sandra Cyr at Degree Audit at the Office of the Registrar for review and process the milestone. Students should provide one copy to the EPSY Administrative Assistant for their student file.
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| Submit portfolio artifacts in Portfolium for final review by the date in the Pre-internship Portfolio Manual. Refer to the Pre-internship Portfolio Manual for more information. |  |
| **Spring Semester** |
| Within the **first four weeks of the semester**, 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)) or The Office of the Registrar under the forms link https://registrar.uconn.edu/forms/* Complete 1 copy of form
* Check off “Plan B (Non-Thesis)” on the form.
* Obtain original or electronic signatures of advisory committee members (i.e., all school psychologist core faculty).
* Email the completed and signed copy to Sandra Cyr at Degree Audit at the Office of the Registrar.
* Make 2 copies of the completed and signed copy. Give one to the EPSY Administrative Assistant for your file and keep one for your records.

Please see Graduate Program Handbook to ensure you have the correct number of credits on your Plan of Study. |  |
| Review your approved plan of study for the master’s degree. * 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.­­­­­­­­­­­­­­­­­­­­­­­­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)) or the Office of the Registrar under the forms link. https://registrar.uconn.edu/forms/* Complete 1 copy of the form
* Obtain original or electronic signature of your major advisor.
* Email the completed and signed copy to Sandra Cyr at Degree Audit at the Office of the Registrar.
* Make 2 copies of the completed and signed copy. Give one to the EPSY Administrative Assistant for your file and keep one for your records.

Note: Internship credits go on the *Sixth-Year Plan of Study* |  |
| **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 artifacts in Portfolium for final review by the date in the Pre-internship Portfolio Manual. Refer to the Pre-internship Portfolio Manual for more information. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Begin dissertation proposal* Enrollment in and completion of EPSY 6194 Doctoral Seminar begins the process of dissertation proposal completion.
* All dissertation research must be directed by a member of the core faculty as the major advisor. Preparation and acceptance of the dissertation proposal should follow current Department and University guidelines. This includes the submission of a written document outlining the intended scope of the dissertation. Approval must be initially obtained by the student’s major advisor, subsequent to reviews by the student’s associate advisors, plus two additional faculty who serve as outside readers.The student will then orally present and defend the proposal to their advisory committee. *Note: Specific guidelines regarding dissertation procedures can be obtained from the Department of Educational Psychology, and are referred to in the timeline*.
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| **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.
* Students must create The *Report on the Final Examination for the Sixth-Year Certificate webform* ([www.grad.uconn.edu/current-students/forms)](http://www.grad.uconn.edu/current-students/forms%29) or (https://registrar.uconn.edu/forms/) which is routed to their major advisor for approval of adequate performance on their portfolio was obtained. and then routed to Sandra Cyr at Degree Audit at the Office of the Registrar for review and process milestone. Once completed, students should provide one copy to the EPSY Administrative Assistant for the student file and maintain one copy for their own records.
* 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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|  Schedule/Complete General Examination for the Doctoral Degree* Doctoral students in school psychology typically take their doctoral general examination near the end of their third or beginning of fourth year, and no later than within 5 years after beginning their doctoral study. As noted in the Graduate Catalog (https://gradcatalog.uconn.edu/), the examination is under the jurisdiction of the student's faculty advisory committee, with at least five faculty participating in the examination. The general examination is designed to align with the APA standards of accreditation for health service psychology, specifically as relevant to (a) category 2 of discipline-specific knowledge in advanced integrative knowledge of discipline-specific knowledge and (b) profession-wide competencies with focus on the student’s chosen specialty areas.
* Note. Ordinarily, the qualifying examination is completed 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.)
* After a successful completion, have committee members sign 1 copy of the *Report on the General Examination for the Doctoral Degree.*
* Make 2 copies of the completed and signed copy. Give one to the EPSY Administrative Assistant for your file and keep one for your records.
* Email original signed form to the Graduate School.
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| **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 director 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 Internship Director for approval and Program Director for assistance with processing.

*To be eligible to begin internship, you must have*1. *Completed all required coursework with no remaining Incomplete courses.*
2. *Completed all practica requirements.*
3. *Passed the Praxis-School Psychology examination.*
4. *Passed the Pre-Internship Portfolio,*
5. *Successfully defended your Dissertation Proposal.*
6. *Passed the General Examination for the Doctoral Degree*

*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 Assuming a successful proposal defense, * 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 Sandra Cyr at Degree Audit at the Office of the Registrar.

Confirm the milestone has been recorded in your StudentAdmin record – at this point the doctoral student is advanced to candidacy level. |  |
| Submit portfolio artifacts in Portfolium for final review by the date in the Pre-internship Portfolio Manual. Refer to the Pre-internship Portfolio Manual for more information. |  |
| **Spring Semester** |
| Obtain the *Plan of Study for the Degree of Doctor of Philosophy* form from the [Doctoral Degrees website](https://registrar.uconn.edu/graduation/doctoral-degrees/), Step 1* Complete 1 copy of the form
* Obtain original or electronic signatures of advisory committee members.
* Make 2 copies of the completed and signed copy. Give one to the EPSY Administrative Assistant for your file and keep one for your records.
* Email completed and signed copy to Jenn Horan at degreeaudit@uconn.edu at the Office of the Registrar.
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| Register for EPSY 6491 Internship for fall semester – note a minimum 3 credits are required, but can be variable (3-6 credits) based on need. Consider your personal circumstances related to health insurance and financial aid implications when determining total credits. Also see Internship Manual for additional information. |  |
| During Finals Week, 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.
* Students should complete the electronic Final Exam Report found on the [Master’s Degree webpage](https://registrar.uconn.edu/graduation/masters-degrees/), Step 4
* 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 Degree of Doctor of Philosophy*. * Obtain required original signatures. (Retain one copy of the completed and signed form as a backup for documentation in your department student file.)
* Email completed and signed plan of study to Jenn Horan at degreeaudit@uconn.edu at the Office of the Registrar.
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| Students who are receiving federal financial aid during the internship year may need to 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.  |  |
| **Spring Semester** |  |
| Apply for graduation, indicating an expected August conferral date. steps for graduation and how to apply are available on the [Doctoral Degrees webpage](https://registrar.uconn.edu/graduation/doctoral-degrees/), Steps 4-7. Students should inform the director of internship of the graduation ceremony, if any, they plan to attend by the end of March. Students are allowed to attend May Commencement if they complete their degree requirements for the summer. |  |
| Students who are receiving federal financial aid during the internship year may need to 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.  |  |
| 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 Sandra Cyr at Degree Audit at the Office of the Registrar. 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 email Sandra.cyr@uconn.edu at the Office of the Registrar 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. Importantly, 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
* 1-2 weeks after your final date on internship, 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 for dissertation submission and formatting on the [Doctoral Degrees webpage](https://registrar.uconn.edu/graduation/doctoral-degrees/).  *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 posted deadlines on the* [*Academic Calendar*](https://registrar.uconn.edu/academic-calendar/)*) to meet your expected commencement date*.

Assuming a successful defense day, * Follow Steps 7 & 8 on the [Doctoral Degrees webpage](https://registrar.uconn.edu/graduation/doctoral-degrees/) for submitting the dissertation and webform approval page
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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 or digital copy of final dissertation to the school psychology program for record keeping.
* This step should be done by the end of the 4th week of the Spring or Fall term or by March 1st if graduating in the summer and is included in the doctoral degrees information.
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The UCONN Academic Calendar has dates and deadlines for submitting paperwork within the semester students plan on graduating.  The calendar is available of the [Office of the Registrar](https://registrar.uconn.edu/academic-calendar/) website.