**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 Substitute Bill No. 1075, the board or such regional educational service center shall arrange for the fingerprinting of each such person and forward the fingerprints to the Bureau of Identification which shall submit the fingerprints to the Federal Bureau of Investigation for a national criminal history records check.
* Each year, the student should contact the school’s HR department to determine where they want the student to be fingerprinted and where the fingerprints should be submitted to.
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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. Visit <https://teachered.education.uconn.edu/ibm-current-students-praxis/> and <https://counseling.education.uconn.edu/wp-content/uploads/sites/618/2019/01/2018-Praxis-Core-School-Counseling-School-Psychology.pdf> for more information about waiver requirements, taking the Praxis Core, and/or ordering a score report.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.  |  |
| Apply for the sixth-year certificate program for the next fall term (BY **DECEMBER 31st OF FIRST YEAR**\*\*)* Complete the application for the sixth-year certificate program with The Graduate School using your previously created account (<https://connect.uconn.edu/apply/>).
* According to UConn application fee waiver information (<https://grad.uconn.edu/admissions/application-fee-waivers/>) the application fee will be waived for students currently enrolled in a UConn graduate program (certificate, master’s, or doctoral) when they apply to another graduate program (certificate, master’s, or doctoral).
* The graduate schools asks that current UConn graduate students list the University of Connecticut as the current school and upload their current unofficial UConn transcript to the new application that shows any/all courses and grades, and that they are enrolled currently as a graduate student.
* When the applicant submits the application by selecting the “Finalize Application and Pay” button, those applicants should **not** be directed to the Submit Payment screen.  If you are directed to the Submit Payment screen after selecting the “Finalize Application and Pay” button, please email gradadmissions@uconn.edu to let them know, and they will review the application to determine whether we can waive the application fee manually.
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| Submit portfolio artifacts in Portfolium for final review by the **first Thursday in January**. Refer to the Pre-internship Portfolio Manual (distributed by the program GTAs) for more information. Check in with your major advisor about any questions, concerns, etc. |  |
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| **Spring Semester** |
| * Before the end of the spring semester, meet with your major advisor to review your 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** |
| Doctoral students may elect to take the Praxis II Examination during their second, third, or fourth years. However, a passing Praxis II score is needed to receive your sixth year degree and must be completed **prior to the start of internship**.* Refer to ETS for registration information regarding the National Examination in School Psychology (Praxis II; code 5403; 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: * Students should submit a copy of their score report in the Pre-Internship Portfolio and they should email a copy to the EPSY Administrative Assistant who will archive it in the program files.
* 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 **all school psychology core faculty members** for approval of satisfactory performance. List your major advisor and the other core school psychology faculty as associate advisors; all must sign. 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 to process the milestone.
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| Submit portfolio artifacts in Portfolium for final review by the **first Thursday in January**. Refer to the Pre-internship Portfolio Manual for more information. |  |
| **Spring Semester** |
| Within the **first four weeks of the spring semester of the second year**, obtain the Plan of Study for the Master’s Degree form [under the forms link](https://registrar.uconn.edu/forms/): ([[www.grad.uconn.edu/current-students/forms)www.grad.uconn.edu/current-students/forms)](http://www.grad.uconn.edu/current-students/forms%29)](http://www.grad.uconn.edu/current-students/forms%29) or (https://registrar.uconn.edu/forms/) * Complete 1 copy of form. This plan of study includes classes and practicum taken primarily during the first year. Minimum of 30 credits.
* If there are transfer courses, students must talk to their advisor about these courses and how they can be integrated into the plan of study.
* Check off “Plan B (Non-Thesis)” on the form.
* With your cohort, create a shared google folder . Each student should upload their completed plan of study to the shared folder. Once everyone has uploaded their plans to the folder, email the school psychology program GTA and ask them to review all the plans of studies for accuracy. Once the GTA verifies their accuracy, a representative from the cohort should email all school psychology a the link to the shared folder.
* Obtain original or electronic signatures of advisory committee members (i.e., **all school psychology core faculty**).
* Email the completed and signed copy to Sandra Cyr (sandra.cyr@uconn.edu) 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.
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| Review the guidelines for current students regarding applying for graduation (https://registrar.uconn.edu/graduation). Apply for graduation in StudentAdmin, indicating an August expected conferral. Also review the Academic Calendar for important dates and deadline (https://registrar.uconn.edu/academic-calendar/). Contact Sandra Cyr at Degree Audit at the Office of the Registrar if you have any questions. |  |
| **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 **first Thursday in January**. Refer to the Pre-internship Portfolio Manual for more information. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Begin dissertation proposal:* Enrollment in and completion of EPSY 5199 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 website*.
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| **Spring Semester** |
| Within the first **four weeks of the spring semester**, obtain the Plan of Study for the Degree of Doctor of Philosophy form from [the Doctoral Degrees](https://registrar.uconn.edu/graduation/doctoral-degrees/) website.* Complete 1 copy of the form.
* If a student enters the doctoral program with a bachelor’s standing, a minimum of 45 credits should be listed on the Ph.D. Plan of Study (30 course credits + 15 dissertation research credits). If entering with a MA, then a minimum of 30 credits must be listed on the doctoral POS (15 course credits + 15 dissertation research credits).
* If there are transfer courses, students must talk to their advisor about these courses and how they can be integrated into the plan of study.
* Obtain original or electronic signatures of advisory committee members.
* Email a signed copy 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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| * 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.  |  |
|  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. In the school psychology program, general exams are typically in essay format and are sent via email during the summer before the fourth year and are typically due in the fall semester of the fourth year.
* 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 the *Report on the General Examination for the Doctoral Degree.*
* Send the signed form to the EPSY Administrative Assistant for your file and keep a copy 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 (may 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 and completed the Report on the Final Examination for the Master's Degree webform.*
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 human subjects IRB (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 **first Thursday in January**. Refer to the Pre-internship Portfolio Manual for more information. |  |
| **Spring Semester** |
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| 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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| **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.  |  |
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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** |  |
| Students should have applied for the Sixth-Year Certificate by December 31 of first year.Within the **first four weeks of the spring semester of your internship year/3rd year**, obtain the Plan of Study for the Sixth-Year Certificate form under the forms link, ([www.grad.uconn.edu/current-students/forms)](http://www.grad.uconn.edu/current-students/forms%29) or (<https://registrar.uconn.edu/forms/>). * Complete 1 copy of form. This plan of study includes classes primarily taken during the second year and all internship credits.
* Students may register for a variable number of internship credits depending on their needs. A minimum of 3 credits per semester or 6 total credits of internship are required.
* If there are transfer courses, students must talk to their advisor about these courses and how they can be integrated into the plan of study.
* Obtain original or electronic signatures from your advisor.
* Signed plans of study must be emailed to Sandra Cyr’s (sandra.cyr@uconn.edu) attention for your 6th year certificate in the beginning of your final semester.
* Students should email 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. |  |
| Apply for graduation, indicating an expected August conferral date. This process is completed through StudentAdmin <https://registrar.uconn.edu/graduation/> 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 Sandra Cyr at Degree Audit at the Office of the Registrar by April 1st about students being allowed to walk in the May commencement as long as only the last few weeks of internship and internship grade are outstanding. 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, check your unofficial transcript through Student Admin or request an updated official copy of the University transcript and 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.