

**DEPARTMENT OF EDUCATIONAL PSYCHOLOGY**  
**GRADUATE STUDENT / ADVISOR HANDBOOK**  
**MASTER'S DEGREE PROGRAM**

**College of Education**

**University of Arizona**

**Revised October 2019**



## **MASTER'S DEGREE IN EDUCATIONAL PSYCHOLOGY**

The master's program (M.A.) in educational psychology provides a foundational understanding of the concepts, methods, and theories related to the discipline of educational psychology. Students hold undergraduate degrees from diverse academic fields. Many are experienced educators who have chosen graduate work in educational psychology to increase their knowledge and skills. The program exposes students to knowledge emerging from educational psychological research and theory, preparing them for a wide range of professional positions in education, government, and industry. <https://grad.arizona.edu/gsas/degree-requirements/masters-degrees>

### **CURRICULUM**

Consistent with Graduate College regulations, the M.A. program must include a minimum of 30 semester hours of graduate credit. All requirements must be completed within 6 years of beginning the master's degree program. Students may take no more than 16 credits per semester. The standard time to completion of the M.A. varies, but most students finish within 2 years.

#### **Coursework**

The following courses are required and core to the Master's degree program in Educational Psychology (at least 27 credits):

- EDP 541 Statistical Methods in Education (4 credits)
- EDP 560 Introduction to Educational Research (3 credits)
- EDP 900 Research (2-4 credits)
- Two of the three (3 credits each):
  - EDP 501 Advanced Child Development
  - EDP 502 Motivation and Development in the Classroom
  - EDP 514 Psychology of Instruction
- One of two (3 credits each):
  - EDP 505 Seminal Readings in Education and Educational Psychology
  - EDP 510 Learning Theory in Education
- One of two:
  - EDP 548 Statistical Packages in Research (3 credits)
  - EDP 641 Selected Applications of Statistical Methods (4 credits)
- One of two (3 credits each):
  - EDP 558 Educational Tests and Measurements
  - EDP 582 Educational Evaluation



- One of two:
  - EDP 909 Master's Report (3 credits)
  - EDP 910 Thesis (6 credits, no more than 4 credits per semester)

### **Independent Study**

Independent study courses (599, 699, and 900) are an important way to provide students useful learning activities in a flexible way. However, clear documentation of the learning process is important and the independent course must be approved by the advisor and the department head before the independent study begins. Independent study applications are available in the Educational Psychology office (room 602). The student application should provide the learning goals of the experience and how student progress will be evaluated.

### **SATISFACTORY PROGRESS**

In addition to enrollment requirements from the Graduate College (<https://grad.arizona.edu/gsas/degree-requirements/masters-degrees#continuous-enrollment> and <https://grad.arizona.edu/policies/enrollment-policies>) the Department of Educational Psychology requires that students also meet the criteria outlined in the Satisfactory Academic Progress in the Department of Educational Psychology (see Appendix A).

Students may not have more than 3 outstanding incomplete "I" grades at any time and no more than 6 incomplete grades total during their program. The department uses the linked form for incomplete grades: <http://registrar.arizona.edu/grades/grading-policy-manual-university-academic-grading-policies-incomplete-i-grade>

Students must submit an annual review document each year by December 1<sup>st</sup>. Guidelines for this document are sent well in advance of the due date and vary by student's time in the program and degree. Faculty as a whole review these and contact students with any concerns.

### **GENERAL INFORMATION**

#### **Admissions**

Requirements for admission to the program include the successful completion of a baccalaureate degree. The Graduate College requires a minimum grade point average of 3.0.

Students who earn Master's degrees in our program may apply to our doctoral program through GradPath and pay the application fees.



## Advisement

Students will be assigned an advisor upon admission to the department. Students may change advisors while in the program by completing a *Change of Advisor* form available in the Educational Psychology office (room 602). In addition, students will normally request two other members of the graduate faculty to serve on the student's Master's Committee. See the section, "MA Degree" for further information on constituting this committee.

## Graduate Events and Deadlines

It is the responsibility of the student and their advisor to ensure that necessary forms are submitted to meet Graduate College deadlines. More information about the Graduate College requirements is available through <http://grad.arizona.edu/academics/degree-certification/deadlines-for-graduation>

## Plan of Study (POS)

In conjunction with the advisor, each student is responsible for developing a POS to be filed with the Graduate College no later than the student's second semester in residence if the student is attending the University of Arizona full-time. The POS identifies:

- Courses the student intends to transfer from other institutions;
- Courses already completed at the University of Arizona which the student intends to apply toward the graduate degree; and
- Current and future course work to be completed in order to fulfill degree requirements.

Accommodations to course work can be granted by the advisor and department head. The POS is submitted in GradPath through UACCESS and is automatically sent to the student's advisor and department head for approval. The Graduate College recommends that the POS be filed as soon as the student and advisor agree on the course sequencing for the student. The POS must be filed prior to the meeting of the thesis or Master's report committee. Any deviations from the filed Plan of Study must be submitted through GradPath to be approved by the student's advisor and department head. There is a one-time Plan of Study processing fee:

<https://grad.arizona.edu/gsas/degree-requirements/candidacy-fees>

The (POS) shall contain courses that will:

- Prepare the student for research or scholarly investigation
- Satisfy the semester-hour and residence requirement of the Graduate College
- Satisfy the requirements imposed by the program faculty



## MASTER OF ARTS (M.A.) RESEARCH REQUIREMENTS

### Responsible Conduct of Research Statement

The first step in filing paperwork is to complete the Responsible Conduct of Research Statement in GradPath through UACCESS. Responsible research guidelines:

<https://rgw.arizona.edu/compliance/rlss>

### ***Obtaining Institutional Review Board (IRB) Approval to Conduct Research Involving Human***

***Subjects:*** Students pursuing the M.A. must complete the Responsible Conduct of Research Statement on GradPath and the Human Subjects Protection Program CITI training and certification: <https://rgw.arizona.edu/compliance/IACUC/Personnel/CITI>

***EDP Institutional Review Board (IRB) Proposal Review Policy:*** IRB protocols will be reviewed for exempt status within a 2-week time frame as possible. Students must have the proposal approved by their advisor before submitting to IRB. Proposals are due at least 2 weeks prior to needed feedback. More information about IRB and forms:

<https://rgw.arizona.edu/compliance/human-subjects-protection-program>

### Thesis/Master's Report Committee

There are two separate program options within the M.A., the thesis and the Master's report. Both options are designed to emphasize research. Regardless of the student's choice, the committee should consist of the student's EDP advisor (tenured, tenure eligible, or tenure equivalent) a second member of the EDP department (tenured, tenure eligible, or tenure equivalent), and a third member who may be outside the EDP department (tenured, tenure eligible, or adjunct faculty approved by the Graduate College). With department approval, one substitute member may serve if the original member is not available. Students must submit a *Master's Committee Appointment Form* through GradPath once members have agreed to serve.

### Thesis and Master's Report Options and Processes

The thesis is defined as an empirical research study conducted by the student and requires 6 credits of 910 with their advisor. The Master's report option allows the student to either write a synthesis of literature or conduct a project for 3 credit hours of 909 with their advisor.

When the student and advisor have agreed on a thesis or Master's report topic, the student should share a written proposal document (approved by the advisor) with committee members for their review and approval. Once committee approval is obtained, a *Report on the Proposal* form is filed with the department's administrative assistant.



Students need to send their completed thesis or report to their advisor for feedback. Once the advisor and student are satisfied that it is ready, the student will send the APA-formatted thesis and report to all members of the committee. Committee members will let the advisor know if the thesis or report is suitable for oral defense. The oral defense must be scheduled at least two weeks after the submission of the thesis or report to the full committee. Students must submit their *Request to Schedule M.A. Defense* form to the department once the oral defense data has been set.

In order to successfully complete the M.A. degree program, students must receive at least 2/3 passing vote from their committee for the written document and then may schedule the oral exam, which also requires at least 2/3 passing vote. If the student does not initially pass the written and/or oral parts of the exam, the student may either prepare a new document ONCE or retake the oral exam ONCE within one semester of the initial presentation. See <https://grad.arizona.edu/gsas/dissertations-theses> for university requirements.

When the department determines that the student has completed all degree requirements, the administrative associate must be notified to submit the forms through GradPath. For dates by which requirements must be met to graduate each semester, refer to the Graduate College website (<http://grad.arizona.edu/academics/degree-certification/deadlines-for-graduation>).

### **STUDENT RESPONSIBILITIES**

Students are required to keep current on policies that affect their program and progress. Students should regularly meet with their advisor and check relevant websites for updates. Students need to maintain professional conduct on campus and in university communications. If there are any circumstances or events that will hinder student progress, students are responsible for alerting all relevant parties. Students must be aware of university deadlines <http://grad.arizona.edu/academics/degree-certification/deadlines-for-graduation> and fees <https://grad.arizona.edu/gsas/degree-requirements/candidacy-fees>

### **DEPARTMENTAL ORGANIZATION AND CONTACTS**

There are several full- and part-time faculty who advise students and teach and conduct research. Please see the department website for a list of faculty and their interests: <https://www.coe.arizona.edu/ep>

Students are encouraged to contact faculty when interested in teaching, research, and departmental governance opportunities, such as new hire committees and student committees.

Please contact Educational Psychology at [edp@email.arizona.edu](mailto:edp@email.arizona.edu)



**LINKS TO RESOURCES AND POLICIES**

- General catalog: <http://catalog.arizona.edu/>
- University’s code of academic integrity <https://deanofstudents.arizona.edu/student-rights-responsibilities/academic-integrity>
- Grievances and complaints: <https://grad.arizona.edu/policies/academic-policies/summary-grievance-types-and-responsible-parties>
- Resources for graduate students related to parents, professional development, health and wellness, etc.: <http://grad.arizona.edu/new-and-current-students>

**FORMS TO COMPLETE FOR THE EDP M.A.**

name	semester	Where reported	done by
Responsible Conduct of Research Statement	1st	GradPath	student
CITI training	1st	Keep record of date	student
Plan of Study	2nd	GradPath	student
Committee Appointment Form	2nd	GradPath	student
Report on the Proposal	3rd	Dept	student
Request to Schedule Master Final Defense	3rd/4th	Dept	student
Results of MA Thesis/Report Defense	4th	Dept	advisor
Completion Confirmation	4th	GradPath	grad coord
Archiving of Thesis	4th	ProQuest/UMI	student



APPENDIX A

February 12, 2014  
Satisfactory Academic Progress  
In the  
Department of Educational Psychology

In addition to the description of enrollment requirements from the Graduate College, the Department of Educational Psychology holds students to the following:

Students are required to maintain a GPA of 3.0 in major coursework and a 3.0 in minor coursework.

Students who receive financial support from the department and have not completed all of the required coursework in their major must take at least one Educational Psychology course each academic year.

Students must maintain satisfactory progress to be eligible for Teaching or Research Assistantships.

Students are expected to keep their advisors informed of their progress towards their degree, and get permission prior to deviating from their plan of studies.

Part-time students are required to take a minimum of one course towards their degree each semester, with the expectation that 9 credits will be earned during any 12-month period. Full-time students are expected to take a minimum of 6 credits per semester.

Satisfactory progress includes the submission of a yearly progress report by the student to the advisor. Each year the faculty reviews each student's progress. The advisor explains each case where progress is in question, and it is the student's responsibility to provide the advisor with sufficient data to support a claim of satisfactory progress.

The scope of student progress considered by faculty includes yearly evaluation of student levels of achievement, both within courses and in other academic and professional tasks undertaken.

Students judged not making satisfactory progress will be recommended for probationary status or removal from the program. Students have a right to appeal faculty judgments of satisfactory progress. After submitting a written request for an additional review to the department head, students are allowed to present their case directly to the faculty for re-consideration. The meeting is to take place within three weeks of the written request. Subsequent faculty judgment is considered final.

