

**DEPARTMENT OF EDUCATIONAL PSYCHOLOGY**  
**GRADUATE STUDENT / ADVISOR HANDBOOK**  
**DOCTORAL DEGREE PROGRAM**

**College of Education**

**University of Arizona**

**Revised August 2019**

## **DOCTORAL PLAN OF STUDY AND DEGREE FORMS**

The doctoral program (Ph.D.) in Educational Psychology provides an environment where students are expected to acquire a balanced knowledge of both the scholarly and applied aspects of the field of educational psychology. We offer an integrated degree that requires mastery of theory and content knowledge in educational psychology as well as expertise in relevant statistical and multiple methodological research methods. Additionally, students must choose a supporting minor subject. If a student chooses two supporting minor subjects, or a split minor, each minor must have at least six credits of coursework. Although the minor subject or subjects will usually be taken outside the major department, minors within the major department may be permitted with departmental approval. Requirements for the minor are established by the minor department (see appendix A for requirements of the Educational Psychology minor).

Within the guidelines presented here and by the Graduate College, it is the responsibility of the student and the advisor to create a rigorous advanced graduate program that best prepares each student for experiences beyond the Ph.D. It is the student's responsibility to be aware of current departmental, college, and university policies.

### **DOCTORAL DEGREE PROGRAM**

Students need to regularly check the Graduate College's website (<http://grad.arizona.edu/academics/program-requirements/doctor-of-philosophy>) to ensure that they are adhering to the university's policies and requirements.

The equivalent of at least six semesters of full-time graduate study is required for the Ph.D. A minimum of 36 credits of course work in the area of the major subject, 9 credits in the minor subject, and 18 credits of dissertation must be completed. Students may take no more than 16 credits per semester. To meet the minimum Graduate College residence requirement, the student must complete a minimum of 30 credits of graduate credit in residence at the University of Arizona. These requirements may be met, in part, by coursework completed during the master's degree. All requirements for the degree of Doctor of Philosophy must be completed within 5 years of passing the Comprehensive Exam. The standard time to the Ph.D. within Educational Psychology varies, but is often within 5 years from admission.

### **CURRICULUM**

Doctoral students need to pursue rigorous studies through advanced coursework and are required to take at least 15 600-level graded credits within the major along with EDP 696A. In consultation with their advisor and committee, students need to design areas for advanced concentration and coordination that best fit their goals.

### **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 petition should provide the learning goals of the experience and how student progress will be evaluated.

## **GENERAL INFORMATION**

### **Admissions**

Requirements for admission to the program include: acceptable GRE scores; undergraduate and graduate grade point averages that meet the Graduate College's minimum requirement (3.0); three acceptable letters of reference; a 500 word writing sample; and a statement of purpose from the applicant that indicates a match between the applicant and the department. The number of students accepted during any given year is also dependent on whether advisors are available to serve the applicants. Students may be admitted into a Ph.D. program without a master's degree depending on whether an appropriate match can be made between the applicant and an advisor.

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

### **Graduate Events and Deadlines**

It is the responsibility of the student to ensure that necessary forms are submitted to meet Graduate College deadlines (<http://grad.arizona.edu/academics/degree-certification/deadlines-for-graduation>). In addition to the Graduate College/GradPath forms, the department has required forms. See the forms list at the end of this document.

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

#### **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: <http://www.orcr.arizona.edu/>

#### **CITI training**

Students must also complete the Human Subjects Protection Program CITI exam (<https://rgw.arizona.edu/compliance/IACUC/iacuc-training/citi-training>) in the first month of their program.

#### ***EDP 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>

## **Plan of Study**

In conjunction with the major professor or advisor, each student is responsible for developing a Plan of Study (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 (1) courses the student intends to transfer from other institutions; (2) courses already completed at the University of Arizona which the student intends to apply toward the graduate degree; and (3) additional course work to be completed in order to fulfill degree requirements.

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 Outcome Assessment committee. Any deviations from the filed Plan of Study must be approved by the student's advisor and notification sent by the advisor to the Graduate College.

The Department endeavors to offer a predictable sequence of course offerings to enable students to complete their programs in a timely manner. From time-to-time because of faculty workloads and leaves, some courses might not be offered. Thus, accommodations in programs of study can be granted with approval of the advisor and department head.

The Plan of Study 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
- Satisfy the Graduate College requirement of at least 36 credits of course work in the area of the major subject, 9 credits in the minor subject, and 18 credits of dissertation

## **SATISFACTORY PROGRESS**

In addition to the description of satisfactory progress in the Graduate Catalog, 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 B).

Students may not have more than 3 outstanding incomplete "I" 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>

## **DOCTORAL PROGRAM COMMITTEES**

## **Advisor**

Upon acceptance into the doctoral program, the student will be assigned a temporary advisor who will advise the student until the doctoral program committee is selected. Students are encouraged to change advisors if they find a faculty member who is better “matched” to serve their needs. The advisor must be a tenured, tenure-eligible, or tenure equivalent member of the EDP faculty. Co-advisors may be selected to enable students to work with a two-person team, with one member designated as the official advisor.

## **Committees**

Students need to contact faculty members early in their program to request committee memberships. Keep communication open with all committee members. Students often keep the same members for both the comprehensive exam and dissertation, but are not required to do so. Be sure that committee members are aware of service commitments.

## **COMPREHENSIVE EXAMINATION**

### **Comprehensive Examination Committee**

After completing the Plan of Study and identifying committee members, the student must complete the Comprehensive Examination Committee Appointment Form in GradPath through UACCESS. The examining committee must consist of a minimum of four members. The Major Advisor and two additional members must be tenured, tenure track, or tenure equivalent. The fourth member may be tenured or tenure-track, or a special approved member. The student’s minor advisor is often the fourth member as determined by the minor department’s requirements. Special members must be pre-approved by the Dean of the Graduate College. Any members beyond the fourth can also be tenured or tenure-track, or special approved members.

### **Outcome Assessments**

The comprehensive examination consists of two outcome assessment topics, both of which must be approved by the Doctoral Program Committee before the student commences work on the outcome assessments. One of these must be an empirical study that includes a review that justifies the study. For the second outcome, a student may choose to do another empirical study or conduct a comprehensive review of the literature. In addition to the department requirements for the comprehensive examination outcome assessments, the student may also be asked by minor committee members to write an outcome assessment as part of his/her comprehensive examination requirement. Upon successful completion of all outcomes, the oral examination is scheduled by the student through Gradpath in UACCESS. If the student does not initially pass the written parts of the exam, the student may prepare a new document for each outcome assessment ONCE within one semester of the initial presentation.

**Feedback**

Both outcome assessments must be judged by the participating faculty to be of high enough quality to be suitable for presentation at a professional meeting or for submission to a professional journal.

**ADVANCEMENT TO CANDIDACY**

When the student has an approved doctoral Plan of Study on file with the Graduate Degree Certification Office, has satisfied all course work, language, and residence requirements, and passed the written and oral portions of the Comprehensive Examination, their bursar account will be billed the fee for candidacy, dissertation processing, and archiving (<http://grad.arizona.edu/financial-resources/costs/degree-audit-processing-fee>). This is a one-time fee and the student will not be billed again if they change their anticipated graduation date. Copyrighting is optional and carries an additional fee.

**Dissertation Committee**

When the student has advanced to candidacy, he or she must file a Doctoral Dissertation Committee Appointment form through Gradpath in UACCESS. Any changes to the committee should also be made in GradPath immediately. Dissertation committee faculty must be tenured, tenure track, or tenure equivalent. Under normal circumstances, submission is expected at least three months before the Final Oral Examination (i.e., Defense). Deadlines for the submission of paperwork pertaining to doctoral programs are available online at Deadlines for Completion of Degree Requirements (<http://grad.arizona.edu/academics/degree-certification/deadlines-for-graduation>).

The Doctoral Dissertation Committee Appointment form reports the student's planned dissertation committee, dissertation title (subject to change) and the expected graduation term. It requires approval from the dissertation director and the major and minor departments. The approval signature from the minor department on this form indicates both approval of the reported dissertation committee and confirmation that the student has satisfied all requirements for the minor.

**Meetings of the Doctoral Program Committees**

All members of the committee are expected to be present at scheduled meetings. The committee members may be different for the comprehensive and dissertation processes. Program actions requiring a meeting of the Doctoral Advisory Committee include:

1. Meeting to administer the oral portion of the comprehensive examination.

2. Meeting to approve the dissertation research topic and procedures. If the approved proposal involves human subjects, the student will initiate human subjects review documents. The Report on the Proposal Meeting needs to be completed at this time.
3. Meeting to conduct the dissertation oral defense. All proposals, manuscripts, plans, dissertations, etc. must be given to committee members for their review no later than 2 weeks prior to the meeting.

## **THE DISSERTATION**

In preparing the dissertation, the student must adhere closely to the Graduate College electronic guidelines available at the following website: Manual for Electronic Submission of Theses and Dissertations (<https://grad.arizona.edu/gsas/dissertations-theses/dissertation-and-thesis-formatting-guides>) as well as the current edition of the APA Publication Manual. Students are responsible for formatting requirements and should consult the Graduate College with any specific questions about formatting. Failure to adhere to these guidelines will result in the dissertation being returned from the Graduate College and may delay filing.

### **Dissertation Proposal**

After scheduling a proposal meeting with the dissertation committee, the Report of Proposal form should be completed and submitted to the Educational Psychology Admin. This form is on the Department website and should be taken to the meeting so that the committee may sign it.

### **Dissertation Defense**

Once the student has completed the research, the dissertation is submitted for review by the committee members at least two weeks before the student requires feedback. Once faculty agrees (with a passing vote of at least 2 of 3 members if the minor does not participate; or 3 of 4 members if the minor does participate) that the dissertation is ready for defense, the oral defense must be scheduled in GradPath through UACCESS within three weeks. Members of the committee must be present for the entire oral defense, which is not to exceed 3 hours.

The examination is closed to the public, except for an initial presentation of the dissertation if the student wishes to invite others.

### **Submission of the Final Dissertation to the Graduate College**

Steps that culminate in the submission of the completed dissertation to the Graduate College are as follows:

1. Student has a successful proposal meeting.
2. Student completes research as proposed.

3. Student writes a dissertation following guidelines from the Graduate College (<https://grad.arizona.edu/gsas/dissertations-theses/dissertation-and-thesis-formatting-guides>) and American Psychological Association.
4. Student works with advisor to prepare the dissertation for presentation to full committee.
5. Student provides copies of dissertation draft to committee members.
6. Student makes changes in dissertation draft as directed by committee members before and during the oral defense.
7. Student submits the dissertation electronically for forwarding to the Library of The University of Arizona and to University Microfilms, Inc.

## 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, it is the student's responsibility to alert all relevant parties.

## 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: <http://deanofstudents.arizona.edu/policies-and-codes/code-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

name	Semester	Where reported	Completed by
Responsible Conduct of Research Statement	1 <sup>st</sup>	GradPath	student



CITI training	1 <sup>st</sup>	notify dept of pass date	student
Plan of Study	2 <sup>nd</sup> -3 <sup>rd</sup>	GradPath	student
Comp Exam Committee Appointment Form		GradPath	student
Announcement of Comprehensive Exam		GradPath	student
Results of Comprehensive Exam		GradPath	advisor
Doctoral Dissertation Committee Appointment		GradPath	student
Report on the Proposal Meeting		dept	student/advisor
Announcement of Oral Defense		GradPath	student
Results of Final Oral Defense		GradPath	advisor

APPENDIX A  
POLICY ON  
DOCTORAL MINORS IN EDUCATIONAL PSYCHOLOGY  
FOR STUDENTS WITH MAJORS OUTSIDE OF THE DEPARTMENT

The Ph.D. minor in Educational Psychology for students majoring outside Educational Psychology consists of a minimum of 9 course credits (with additional credits in EDP 599 or EDP 699 possible) as determined by the minor advisor. Requirements for the minor include:

1. A minimum of 9 course credits in Educational Psychology
2. An outcome assessment related to the minor specialization

The Graduate College requires an examination in the ‘subject’ that is represented by the set of minor courses. There are several options for the written minor in EDP, and the advisor has the freedom to suggest options that fit a particular situation.

Note that the subject of the minor does not need to be totally contained within EDP and thus testing over all the ‘courses’ taken in the subject is not required.

## APPENDIX B

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

In addition to the description of satisfactory progress in the Graduate Catalog, 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.