

Procedures, Guidelines, and Timelines

Updated Dec. 2017

These do not replace the **Graduate Catalog**, but rather are designed to address some specific issues not addressed or clarify the specific procedure. Please check there at <http://www.unomaha.edu/graduate/current.php>

Master's Program of Study

The program of study must be filed in the semester after completing 9 hours, typically the **Spring** of your first year. The Master's program of study is an internal document and is kept on file in the psychology department. The form can be obtained from the student record secretary. The completed form should have your advisor's signature and is then turned in to the Chair of the Graduate Program Committee (GPC) for final review and signature, and placed in your file. Completion of the program of study during the second semester ensures that the student is on the right track in terms of current and future coursework.

Prosem Waiver

You can waive the 3rd prosem and replace it with a course of your choice. Approval by your advisor and the Area Committee is required.

Changes to the Master's Program of Study

Changes to the Program of Study resulting from course availability should be put in writing, signed by the advisor and the Chair of GPC.

Ph.D. Program of Study

This needs to be filed typically after the completion of 45 hours, usually in the Spring of the 3rd year. Must include at least 45 hours that are taken during the semester in which the program of study is filed and later semesters.

The form for the program of study can be found at

<http://www.unomaha.edu/graduate/downloads/doctoralprogramofstudy.pdf>

The student must propose a minimum of 45 hours which includes the current semester.

The Ph.D. program of study form needs to be filed within the same semester of the

Appointment of the Doctoral Supervisory Committee. The form can be found at

<http://www.unomaha.edu/graduate/downloads/AppointmentOfSupervisoryCommitteeforDoctoralDegree.pdf>.

The program of study needs to be approved by your entire committee, and signed by your advisor. A copy of it should be kept in your file here, and the original sent to UNO graduate studies office.

The student is responsible for following these steps

Steps:

1. Create supervisory committee
2. File appointment of supervisory committee form
3. Complete program of study form
4. Get approval from advisor
5. Get approval from committee
6. File Ph.D. program of study (needs to be done within the same semester as step 2)

Changes to the Ph.D. Program of Study

Changes need to be approved by your committee, and submitted in writing, using a specific form to the UNO graduate studies office.

Change in Degree Program

Students who want to switch from one Master's program to another should discuss this with their advisor. It is best to discuss this as early as possible. The I/O area would like to have a notice by the application deadline of Jan. 5, if possible, but a final decision can be made later, in agreement with your advisor. Decisions regarding program change will typically be done in conjunction with normal admission decisions (after the Jan. 5th deadline).

MA to MS Program – A student who wants to switch from the MA to MS program needs to discuss this with his/her advisor and obtain their approval. A letter explaining the change should be placed in the student file, with copies to the advisor and the I/O area director. The student will also need to file a change in the Program of Study reflecting the change in course work.

MS to MA Program - A student who wants to switch from the MS to MA program needs to discuss this with his/her advisor and identify an advisor who will supervise his/her thesis project. If the current advisor is not able to supervise a thesis, or the student wishes to change advisors, the student must discuss this with the current and future advisor. A letter explaining the change should be placed in the student file, with copies to the advisor and the I/O area director. The student will also need to file a change in the Program of Study reflecting the change in course work.

It is the student's responsibility to follow these steps:

Steps

1. Discuss change with your advisor
2. Write letter requesting the change
3. Request advisor to sign letter or provide letter of support
4. Provide letter(s) to I/O area director
5. Ensure that I/O area director notifies I/O area committee
6. Ensure that letter of notification from I/O area director is placed in file
7. File change in program of study for coursework (in the psychology department) and with the graduate office

Committees

Practicum

2 I/O Psychology faculty members
Site supervisor

Thesis and Ph.D.

2 I/O Psychology faculty members
1 additional, non-I/O, Psychology faculty member
1 UNO faculty member from another department

Changing Advisors

Changing your advisor is permitted. When you start the program, you are assigned a faculty advisor for the purpose of academic counseling, and to ensure a smooth start. However, you may discover that your interests match better with a different faculty member. If that is the case we ask that you explore this early on. It is best to finalize your decision before the Jan. 5 admission deadline of your first year in graduate school. To switch advisors, you will need to discuss this with your current advisor to let them know that you want to change. You will also need to discuss this with the new advisor to determine that they are willing to supervise you. A written notification should be given to the I/O area director, with copies to the two other faculty members.

Just as students have the right to switch advisors, advisors have the right to refuse or not advise a student. Typically, this will occur at the same time as students (first year, after completion of MA). However, advisors may also refuse to continue to advise a student that is not making adequate progress toward the completion of the thesis or dissertation project. This will be with the approval of the I/O area committee.

Transfer of Credit

Credit transfer is done as part of the Program of Study. Students who have taken graduate coursework that they would like to transfer need to discuss this with their advisor. Courses will be approved on a course by course basis, and the student may be required to obtain approval from the instructor of the course that is the equivalent of the course being transferred. Please check the graduate catalog to determine the number of hours that can be transferred.

Master's Comprehensive Exam

The University of Nebraska requires a comprehensive exam for all Master's students. There are two options: One based on the Psyc GRE (a score of 600 or better) and one based on research. For more detail, please see the specific guidelines for Master's level comps.

Ph.D. Comprehensive Exam

This is a brief summary – for more information see comprehensive exam guidelines. The Ph.D. comprehensive exam can be taken after the completion of the MA (thesis defense). You are not required to complete all coursework, but should have completed most of it. The comprehensive exam includes 2 parts that can be completed in ANY order: Take home exam and article/research paper. Both parts must be completed in a 12 month period.

1. Take home exam – student will answer 4 questions in a period of about 2 weeks. Exam is only given early in the Fall semester. For information about the types of question and grading please see full guidelines.
2. Article/Research paper – student will decide (in consultation with advisor) whether to submit a paper to a journal or write a research paper. For information about time frame and grading please see full guidelines.

Once all requirements for the comprehensive exam have been completed, student can file for candidacy.

Candidacy

A form must be filed indicating that the student eligible for candidacy. This form must be filed at least 7 months before your dissertation oral defense. You must be enrolled every semester (for at least 1 credit) after you file for candidacy. The form can be found at <http://www.unomaha.edu/graduate/downloads/ApplicationForCandidacyForDoctoralDegree.pdf>

Practicum

Ph.D. students cannot take practicum prior to completion of their thesis unless under the supervision of an I/O faculty, or with special permission.

Satisfactory Progress

Satisfactory progress is necessary for continuation of your assistantship or being considered for the TA pool. In addition, unsatisfactory progress can be grounds for probation or recommending that the student not continue beyond the MA program to the Ph.D. program. Satisfactory performance is defined by grades and progress toward degree. Satisfactory performance is evaluated for all students at the end of the first year, and for students in the MA, MA/Ph.D. program in the second year and above.

Grades

All courses contained on a student's plan of study (master's degree) or program of studies (doctoral degree) must be passed with a grade of B- or better. A course grade of C+ or below will be reviewed by the faculty for remedial action, potentially including requiring the retaking of the course. The student, in consultation with his or her advisor, should submit a plan for demonstrating mastery of the course material to the I/O faculty for their consideration. Grades of C+ or lower in two courses will result in academic probation.

Satisfactory Progress – these are the guidelines that we use. Occasionally, there are reasons why these markers cannot be met (for example, illness). Waiver of these is possible under these circumstances – please discuss with your advisor. In addition to these specific guidelines for every year in the program, grades, professional behavior, and other factors are taken into account when determining satisfactory progress regardless of the year in the program.

1. First year - determined by grades
2. Second year – proposal of the Master's thesis by the end of the second year (May).
3. Third year – defense of MA thesis by the end of the third year (May)
4. Fourth year – completion of comprehensive exam by the end of fourth year (May).

Continuous Enrollment

Part-time students must enroll in at least one course each semester to maintain active status in the program. Special circumstances will be considered for exception by the I/O faculty. This requirement does not apply to students who have completed all degree requirements excepting their thesis or dissertation.

Independence of Work

No work prepared for a prior or concurrent course may be submitted to meet the requirement of another course.