

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>

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 program of study is an internal document and is kept on file in the psychology department. The form can be obtained from the student

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 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>.

Change in Degree Program

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

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.

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,