



UNIVERSITY of NEBRASKA
LINCOLN

Department of Educational Psychology
Graduate Student Handbook
2025-2026

***EVERY PERSON
& EVERY
INTERACTION
MATTERS***

**UNL DEPARTMENT OF
EDUCATIONAL PSYCHOLOGY**



The Department of Educational Psychology seeks to enhance human development and support extraordinary excellence in educational, individual, and social contexts through the application of psychological science.

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Welcome to the Department of Educational Psychology!

We are so pleased that you have chosen to pursue your graduate education with us. This handbook is designed to help you get acclimated to our department, college, and university. It is **not** comprehensive. You will need to work with your graduate advisors, program directors, and the Office of Graduate Studies (**OGS**) to co-create your graduate program. You will build your graduate school experience over time with the help of many mentors and colleagues. This handbook is intended to help you get started on your graduate education journey in the Department of Educational Psychology and to serve as a reference resource for future needs.

The Department of Educational Psychology (**EDPS**) is one of the oldest departments of educational psychology in the nation. It is the home to five programs of graduate study: Counseling Psychology (**CoPsych**; APA accredited); Developmental and Learning Sciences (**DLS**); Institutional Research (**IR**); Quantitative, Qualitative and Psychometric Methods (**QQPM**); and School Psychology (**SchPsych**; APA accredited and NASP approved). In compliance with the American Psychological Association accreditation standards, additional program handbooks are available for students admitted to the Counseling Psychology and School Psychology programs.

Students who graduate from the Department of Educational Psychology earn M.A., Ed.S., and Ph.D. degrees in ***Educational Psychology***. Students graduating from our department are employed in various professional settings and positions, both locally, nationally, and internationally.

The Department of Educational Psychology is one of seven departments housed within the College of Education and Human Sciences (**CEHS**), which also includes the Department of Teaching, Learning, and Teacher Education (**TLTE**); the Department of Educational Administration (**EDAD**); the Department of Special Education and Communication Disorders (**SPED**); the Department of Family and Consumer Sciences (**FCS**); the Department of Nutrition and Health Sciences (**NHS**); and the Department of Textiles, Merchandising, & Fashion Design (**TMFD**). Website: <https://cehs.unl.edu/>

About Us

Our Address:

Department of Educational Psychology
1400 Vine Street
114 Teachers College Hall (TEAC 114)
Lincoln NE 68508-0345

Office Telephone: (402) 472-2223

Office hours: Monday – Friday, 9am to 5pm.

Phone hours: Monday – Friday, 9am to 4:30pm

EDPS Support Staff:

- **Department Chairperson:** Dr. Susan Swearer, Ph.D., LP
- **EDPS Graduate Committee Chair:** Dr. Scott Napolitano, Ph.D., LP
- **Graduate Student Coordinator & Administrative Associate:** Jules Meyers
- **Office Associate:** Zee Cronin

EDPS Program Directors & Affiliated Centers' Directors:

- **Counseling Psychology (CoPsych):** Dr. Neeta Kantamneni, Director of Clinical Training and Program Director
- **Developmental & Learning Sciences (DLS):** Dr. Mary Zeleny, Program Director
- **Institutional Research (IR):** Dr. Rafael De Ayala, Program Director
- **Quantitative, Qualitative, and Psychometric Methods (QQPM):** Dr. Jim Bovaird, Program Director
- **School Psychology (School Psych):** Dr. Scott Napolitano, Director of Clinical Training and Program Director

CEHS Dean: Dr. Jeff Reese, Ph.D.

Counseling and School Psychology Clinic (CSPC): Dr. Janet Schwartz-Micheaux, Clinic Director

Nebraska Internship Consortium in Professional Psychology (NICPP): Dr. Matthew Gormley, Co-Director of Clinical Training

NICPP & CSPC Assistant Program Manager: Kellan Willet

Buros Center for Testing: Dr. Kurt Geisinger, Director

Nebraska Evaluation and Research (NEAR) Center: Dr. Jim Bovaird, Director

EDPS Executive Committee: The EDPS Executive Committee is comprised of all EDPS academic program directors (i.e., Buros, CoPsych, CSPC, DLS, IR, NICPP, QQPM, and SchPsych) and is responsible for graduate student curriculum, course scheduling, and management of the academic programs, as well as faculty annual reviews.

Roles of EDPS Support Staff

The members of our EDPS Support Staff assist students in many ways. Each staff member is responsible for a certain set of duties. Please see the descriptions below for a general overview of each staff member's role.

Dr. Susan Swearer is our **Department Chairperson**. The Chairperson of the Department of Educational Psychology is responsible for managing all administrative duties of the department. The Chairperson is the hiring authority for faculty, staff, instructors, graduate teaching and research assistants, and student workers. The chairperson serves on the CEHS leadership team. Additionally, the chairperson is responsible for professional development, oversight of the department, annual evaluations, promotion and tenure, budget management, and working with the Executive Committee to make sure the department is thriving and adhering to our mission “to enhance human development and support extraordinary excellence in educational, individual, and social contexts through the application of psychological science.”

Jules Meyers is our **Graduate Student Coordinator & Administrative Associate**. Their responsibilities include, but are not limited to:

- Management and general maintenance on EDPS Webpages
- Supporting and organizing special events for the department
- Maintains and organizes electronic data through Departmental SharePoint sites
- Writing and routing all Graduate Assistantship (GA) Contracts
 - Additionally, writing and distributing Temporary Lecturer (LecT) and Faculty Overload contracts
- Purchasing office supplies for the department
- Communication with program directors regarding graduate student applications and admissions in the GradADMIT system
- Crafting and distributing the departmental newsletter, *The Weekly Wednesday*

Jules' email address is: jmeyers19@unl.edu

Zee Cronin is our **Office Associate**. Her responsibilities include, but are not limited to:

- Coordinating class scheduling for all graduate and undergraduate level courses
 - Issuing permission codes per the approval of faculty instruction
- Overseeing room reservations for EDPS classes, meetings, events, and student needs
- Managing door access and key checkout for Teachers College Hall
- Functions as the Building Maintenance Reporter (BMR) for Teachers College Hall
- Distributing departmental mail and maintaining student and faculty mailboxes
- Supporting EDPS functions and the Student Support Room

Zee's email address is: mcronin6@unl.edu

Role of Graduate Committee Chair and the Graduate Committee:

Dr. Scott Napolitano is the **Graduate Chair** for the Department of Educational Psychology. As the Graduate Committee Chair, he is responsible for:

- Assuring fair and consistent compliance with all Graduate College and UNL policies that govern graduate education
- Overseeing all graduate degrees, majors, specializations, minors, and certificate programs
- Facilitating the agenda and deliberations of the graduate committee and assisting them to create graduate programs in which exemplary students are held to high expectations
- Helping colleagues design cutting edge curriculum, examinations, and research requirements, and assisting them in providing attentive mentoring for all graduate students
- Assuring that every graduate student is held to the highest standards of academic integrity
- Overseeing student appeals
- Approving all graduate programs of study

For more information, please visit the Office of Graduate Studies website:

<https://graduate.unl.edu/graduate-committee-chair-resource-guide/>

General Graduate Student Information

We have a wonderful student body that includes students from across the United States and the World! We are resolute in our commitment to belonging and social justice for all. We embrace inclusive values and recognize that all our work in Educational Psychology is anchored in our support for excellence in all our endeavors. Our students come from across the United States and globally. African American, Hispanic/Latina/Latino/Latinx-American, American Indian, Pacific Islander, Middle Eastern or Northern African, Asian, and Asian-American cultures are celebrated in our Educational Psychology community.

EDPS Communication Mechanisms

Email Addresses: Every student admitted to the University receives a University email address. All official communications from the University and our department will be sent to your UNL email address. Additionally, all University communication **must** come from your NU (Nebraska University) email address. Graduate students are expected to check their inboxes multiple times **daily**, as we send many important announcements via email.

To set up your University email address, please visit:

<https://graduate.unl.edu/sites/unl.edu/executive-vice-chancellor.graduate-studies/files/media/file/Activating-Huskers-Email.pdf>

Email Listservs: There are several email listservs throughout our department. If you are not receiving emails you think you should be receiving, please contact Jules.

Weekly Wednesday: All announcements, news, and other departmental opportunities are posted in our newsletter, “Weekly Wednesday” that is emailed to the departmental listserv every Wednesday afternoon. The newsletters are also archived and accessible on our website:

<https://cehs.unl.edu/edpsych/weekly-wednesday/>

If you would like to have an announcement posted to the Weekly Wednesday, please email Jules your information by 12pm the Tuesday prior. Items submitted after 12pm on Tuesday will not be considered for that week’s newsletter.

Mailboxes: Graduate students have an assigned mailbox in TEAC 114. Please check your mailbox regularly. If you are unsure if you have a mailbox, please contact Zee.

Note: The Department of Educational Psychology is unable to send personal mail. If you have outgoing departmental mail, please contact Zee.

Advising: Students are assigned an advisor when they are admitted into their programs. We attempt to match student admissions to faculty research interests. The advisor gives students immediate help in choosing courses and planning their first year in their program. Students are free to choose another advisor at any time. Doctoral students are required to take three credits of doctoral seminar to graduate, and these three credits are taken with their doctoral advisor.

We try to limit advisors to about 8 doctoral students and 12 Masters or Educational Specialist students. These numbers may vary depending on faculty resources and graduation dates of students. No limit is placed on the number of supervisory committees upon which faculty can serve. It is your responsibility to work with your advisor to ask faculty to serve on your supervisory committee. Your advisor and supervisory committee work with the graduate chair, the graduate committee, and the Office of Graduate Studies to ensure the quality of and adherence to your program of study.

Registering for Classes

Course Registration Procedures: Students should work in collaboration with their advisor to determine their courseload and program of study. The Schedule of Classes is published online every semester by the Office of the University Registrar. MyRED is the University of Nebraska–Lincoln's online registration system, and this is where you view courses offered each term. This system allows you to register for classes, drop and add courses, see a listing of your current classes, and change grading options.

MyRED is accessed at <https://myred.nebraska.edu>.

Registration information can be found through the UNL Registrar website:
<https://registrar.unl.edu/student/registration/>

The UNL Graduate Bulletin is a helpful reference for planning your schedule, as it contains detailed information about the University, as well as course descriptions.

<https://catalog.unl.edu/graduate-professional/>

How to Request a Permission Code through CARS:

What is CARS? Course Access Request System (CARS) is an online permission code request system for EDPS classes requiring department or instructor consent.

How do you access CARS? You can access CARS by going to the Educational Psychology Department webpage (cehs.unl.edu/edpsych/). Under the current student support tab, select Course Access Request System (CARS) and this will take you to the CARS webpage.

<https://cehs.unl.edu/edpsych/current-student-support/course-access-request-system-cars/>

Steps to request a permission code via CARS:

To request a permission code, log in to Course Access Request System (CARS) using the same credentials you use for Canvas. <https://cehs.unl.edu/edpsych/current-student-support/course-access-request-system-cars/>

1. Complete a separate request form for each course requiring a code.
2. Click ‘Submit Request’ and the instructor you chose will receive your permission code request.
3. When the instructor has approved your request, you will receive an automatic email from “CARS Response” with the permission code included.

If you are granted a permission code for EDPS 995, the course number you will need to search for can be found in your CARS Response e-mail.

Tips and Tricks for Success:

- Double check that you select the *instructor as listed in MyRed* for the course. If you do not see the appropriate instructor, reach out to Zee.
- The permission number email will be automatically generated after the instructor approves the request in their email.
- Be sure to check your spam, clutter and/or junk folders for the response e-mail.

If you do not meet the pre-requisite for the course, please follow the steps below:

1. Email **the instructor on record** for the course and cc Zee. Include any error code, previous courses that may align with the necessary prerequisites, and your NU ID.
2. Should the instructor approve you to register, once Zee has received the approval email from the instructor, she will issue a permission code for you to register for the class.
3. If you are looking for a permission code for a department other than EDPS, please email the instructor directly. If you need assistance finding their contact information, feel free to ask Zee.
4. If you are not an EDPS student, you may need a permission number to enroll in EDPS classes, even if the course says, “No Consent Required.” In this case, please email the instructor and cc Zee for approval. After the instructor issues permission, Zee will generate a code for you and send it to you directly.

If you have any questions, please feel free to e-mail Zee at mcronin6@unl.edu.

Graduate Student Expectations

Retention

Each of our programs evaluate every student yearly and determines satisfactory progress in their graduate program. Individual programs have some latitude in the operationalizing of this designation, but **all programs within Educational Psychology require a student to be actively registered for courses (or have asked for and received an official leave of absence) and receive a B or better grade for all courses.**

Please note: if you do not register for classes for three (3) consecutive semesters (including summer) you will be deemed an “inactive” student and will need to reapply to the program unless you file for an official Leave of Absence. (<https://graduate.unl.edu/academics/enroll>)

Students who are not making satisfactory progress towards their degree must meet with their advisors and construct a plan to successfully remediate weaknesses. If this plan is unsuccessful, there is a process for Probation and Dismissal (see Appendix D) that helps guide our due process procedures.

Alternative Worksite Policy

Regular, physical attendance at a student’s on-campus worksite is an essential function for most positions. All those employed within EDPS are expected to work on-campus unless prior approval from an individual’s supervisor to work remotely has been granted. UNL Campus follows instructional continuity days, which allow for the continuation of essential operations during certain events where campus is inaccessible. Graduate Assistants are expected to complete the majority of their work on-campus under the guidance of their supervisor. Provided that an employee can perform their essential duties without a loss in work efficiency, departments and supervisors may consider entering into an alternative worksite agreement with an employee. Such agreement must be evidenced by completing the Alternative Worksite Arrangement form and obtaining approval prior to starting the work schedule.

Paperwork & Documentation

It is expected that all graduate students must download all documents pertinent to their degree track. This includes but is not limited to: Office of Graduate Studies paperwork; course syllabi; assistantship contracts; fellowship and award letters; transcripts; and any paperwork associated with licensure and/or accreditation. Students are responsible for tracking all of their documents associated with their degree track. Students should read all contracts carefully prior to signing documents and are expected to save all copies of their paperwork associated with their degree and career track.

Financial Support

It is the responsibility of each student to pursue funding for their education. Admission to the Department of Educational Psychology does not guarantee funding nor an assistantship. Every attempt is made to provide financial support to all full-time doctoral students.

Many students are supported through Graduate Assistantships (GA). Teaching Assistantships (GTAs) are administered through the department, as are some Research Assistantships (GRAs). Most assistantships allow for tuition credit, in addition to a stipend and 79% coverage of student health insurance. Typical GA contracts range from 13 to 19.6 hours of work per week (0.33-0.49 FTE). First-year students contracted within EDPS may only work 0.33 FTE (13hr/week) during their first year, unless they enter the program with a master's degree or comparable teaching/research experience.

Information pertaining to available assistantships within EDPS can be found on our website: <https://cehs.unl.edu/edpsych/graduate-assistantships/>

GA positions within EDPS are highly competitive. Teaching assistantships are administered through the department, as are some research assistantships. Students within EDPS may be employed in other departments or research centers across the University, such as the [NEAR Center](#); the Nebraska Center for Research on Children, Youth, Families and Schools ([CYFS](#)); the Counseling and School Psychology Clinic ([CSPC](#)); the [Buros Center for Testing](#); and other departments/units on campus.

Faculty do their very best to secure funding for the department's graduate students, but the availability of funding varies from year to year, and the level of funding varies depending on the funding source and the differing responsibilities of the graduate assistants. Despite our efforts, we are not able to guarantee that we will be able to secure funding for all graduate students. Because most assistantships are for a single academic year, we depend on the graduate students to seek out and apply for assistantships and fellowships for each subsequent academic year

Teaching & Research Assistantships

Graduate Assistantships

Participating in teaching and research is an important part of the professional development of graduate students in the Department of Educational Psychology. A limited number of graduate assistantships are available through EDPS and the Buros Center for Testing. These are awarded on a competitive basis to qualified students. Students wishing to apply for department assistantships must complete an online application available on the Department of Educational Psychology website <https://cehs.unl.edu/edpsych/graduate-assistantships/>.

Assistantships for first-year students and master-level students are less frequently available within the department. However, most of our graduate students successfully apply for fellowships and assistantships throughout their graduate careers. Students should be proactive in applying for fellowship and assistantship funding. Please note that while most students prefer an assistantship within their home department, you may apply for an assistantship anywhere on campus. Most assistantships include tuition remission (up to 12 credits per semester and 6-12 credit hours in the summer) during the dates of the appointment. A limited number of graduate assistantships are available during summer sessions.

For more information concerning graduate assistantships, contact your program director. Program directors are listed on the websites for each program area. You may also contact the EDPS Administrative Associate.

For other college-wide graduate assistantship opportunities, please visit the CEHS Assistantship webpage: <https://cehsvl02.unl.edu/cehs/postings/index.php>

Graduate Teaching Assistants (GTAs) are important contributors to our instructional program. The Department is committed to the quality of that program and to the development of teaching skills in GTAs. In August of 1997, the Department adopted a Supervision Plan for GTAs (see below).

The following statement summarizes selection, supervision and evaluation processes: Students are selected by the faculty supervisor of the teaching area (such as EDPS 209, 250/251, 320, 350, 362, 457, or 459) and approved by the Department Chair. **Teaching assistants typically must have their master's degree or have prior teaching experience before an appointment is made.**

GTAs are required to attend regular meetings with their Faculty Supervisor. These meetings acquaint the GTA with course policies, opportunities for development of instructional expertise, content issues, and other matters.

Additionally, all GTAs must conduct student course evaluations of their classes every semester. These evaluations are reviewed by the Faculty Supervisor and by the Chair.

All GTAs must uphold ethical and professional conduct, as described in the Code of Conduct guidelines appearing later in this document, in all matters relating to their teaching assistantship. Teaching Assistants represent the Department of Educational Psychology and must be models of professional decorum in how they act, communicate, and dress.

Note: University regulations require that international students for whom English is not their native language must successfully complete the ITA Institute program before becoming a GTA.

A **teaching assistantship** provides a stipend to a student who is typically assisting in an academic department's teaching program (i.e., grading, assisting a professor with a course, etc.). Work required by an assistantship and not directly related to the student's degree program cannot exceed **13-19.6 hours per week (.33 to .49 FTE)**.

Although students on graduate assistantships may not have employment exceeding 19.6 hours per week from all sources both on and off campus during the period of the assistantship, there is no limit to time spent on studies and research relating to the advanced degree.

While some students have off-campus jobs, it is highly recommended that graduate students within EDPS speak with their advisor and program director prior to accepting off-campus employment.

Graduate Research Assistants (GRAs) are less common within EDPS. Graduate Research Assistants are expected to help their faculty supervisor(s) with their research efforts. Individual assignments are made by the faculty supervisor of a GRA. Students who have been hired as a GRA are expected to collaborate closely with their supervisor to understand the tasks assigned to their role. GRA appointments within EDPS are typically at **0.33 FTE**.

Because of the potential for exploitation of graduate students, any assignment of responsibilities, such as teaching a course, must be associated with fair and reasonable compensation. Graduate students may not volunteer for any significant service to the department without an appropriate stipend.

To hold a graduate assistantship, a student must be admitted for a specific graduate degree objective and enrolled for credit during the tenure of the assistantship.

Individual departments make assistantship appointments. Students who wish to be considered for assistantships in their major should direct inquiries to the graduate chair of their department. All international graduate students who wish to be teaching assistants at UNL must attend the Institute for International Teaching Assistants prior to being certified as ready to teach.

Graduate Assistant Evaluation

Graduate students employed within the Department of Educational Psychology as a Graduate Assistant (GA) are expected to complete a self-evaluation with their supervisor each semester. Students should first fill out [the EDPS GA Evaluation Form](#) and send it to their supervisor for review. Then, the student must collaborate with their supervisor to schedule a time to meet and review their self-evaluations. Reviews should be completed no sooner than ½ way through the semester (7 weeks) and no later than the last day of classes each semester. At the meeting, students and their supervisors will review the evaluation form, the advisor will circle a ranking, and both parties will sign the document. Then, the student must route their signed form through DocuSign to obtain signatures from the Department Chairperson and their Academic Advisor. Once complete, students must email their signed review to Jules at jmeyers19@unl.edu **no later than the Wednesday of final exam week that given semester.**

Failure for Graduate Assistants to submit their review by the deadline may impact their ability to receive future assistantships within EDPS.

Please see APPENDIX E for full details regarding GA evaluation.

Other Financial Assistance

Loans and Need-Based Application Process

Students seeking loans for university-related expenses should inquire at the Office of Scholarships and Financial Aid (102 Canfield Administration Building; 402-472-2030). The Office of Scholarships and Financial Aid does not participate in the granting of fellowships or assistantships but does maintain current information on other forms of financial support available to students. To apply for federal loan programs or the college work-study program, submit a Free Application for Federal Student Aid (FAFSA) form after January 1. FAFSA forms need to be resubmitted every year after January to ensure that the information reported remains current. Additional information on financial aid can be found in the University of Nebraska–Lincoln Financial Aid Guide, available from the Scholarship & Financial Aid Office. <https://financialaid.unl.edu/>

Office of Graduate Studies Fellowships

Fellowships are awarded on a competitive basis in recognition of a student's demonstrated scholarship, scholastic and creative promise, and/or financial need. There is no service or work requirement associated with fellowship awards. A student holding a fellowship or a traineeship must be a full-time student during the period of appointment.

<https://graduate.unl.edu/funding/fellowships/>

American Psychological Association Minority Fellowship Program

Each year the American Psychological Association Minority Fellowship Program (APAMFP) provides fellowship awards in three areas of training: Mental Health and Substance Abuse Services; Services for Transition Age Youth; and Interdisciplinary Minority Fellowship Program. Racial and ethnic minority students admitted to a doctoral

program and/or those currently enrolled can apply for one of the three fellowships. Applications are accessed online at <https://www.apa.org/pi/mfp>. For those applying, the preliminary application must be received by the APAMFP by the 15th of January. There is a service payback agreement appended to the award of this fellowship. Complete details concerning the application process and the obligations involved in accepting a traineeship can be obtained from the Minority Fellowship Program, American Psychological Association, 750 First Street, NE, Washington, DC 20002-4242, (202) 336-6127; mfp@apa.org

American Psychological Association Dissertation Research Awards

The Science Directorate of the American Psychological Association sponsors an annual competition for dissertation research funding. The Science Directorate oversees the competition for thirty to forty \$1,000 grants, along with several larger grants up to \$5,000 that are awarded to students whose dissertation research is of the highest caliber and reflects excellence in scientific psychology. Applicants must be student affiliates or associate members of the APA. Students who are not affiliates must apply for affiliation when submitting materials for the dissertation award. The individual's supervisory committee prior to application must approve dissertation proposals. The yearly deadline is in mid-September. For further information, contact the APA Science Directorate, 750 First Street, NE, Washington, DC 20002-4242, (202) 336-6000; <https://www.apa.org/about/awards/scidir-dissertre> science@apa.org

Research Grants

The Office of Sponsored Programs is located in the Prem S. Paul Research Center at Whittier School on 2200 Vine Street, Lincoln, NE 68583-0861. This office serves both in a consultative and intermediary role for processing student and faculty grant applications. Consultative services include helping students and faculty search for grant funded research support and facilitating the application process. In its intermediary role Sponsored Programs functions as UNL's official liaison representative with all of the various funding agencies. Grant proposal submission and review must be routed through the Office of Sponsored Programs before submission to a sponsor. You are required to use the Request for Proposal Approval and Submission form. This form can be picked up at either the Graduate Coordinator's Office or at the Office of Sponsored Programs. All contracts and agreements must be made between the funding agency and the UNL Board of Regents. Therefore, a completed and approved grant becomes a legal contract at the University level, not simply a college, department, or individual research grant. The office of sponsored programs has established an online home page that is updated weekly. On this page, a Funding Announcements flyer is posted each week that lists newly announced grant opportunities in numerous research areas including, but not limited to, academic, environment/climate, health, and family support. Also, links are provided to other websites including federal agencies where additional funding opportunities are posted. Their online site is: <http://research.unl.edu/sponsoredprograms/>.

Degree Expectations

The Office of Graduate Studies (OGS) is the central administration office that directly oversees all graduate programs in the university. Graduate Studies oversees the establishment of standards and procedures related to fulfilling thesis and dissertation requirements. The website for Graduate Studies is <https://graduate.unl.edu/>. Degree requirements for both the master's and doctoral degrees are clearly described on the Graduate Studies website: <https://graduate.unl.edu/academics/program-steps>.

Thesis and dissertation guidelines are detailed and available in the Guidebook for Preparing Thesis or Dissertation: <https://graduate.unl.edu/academics/degrees/guidelines>. Becoming familiar with Graduate Studies and its services provides a framework for students to systematically progress toward their degree requirements at UNL. The Graduate Studies policies can be found at <https://catalog.unl.edu/graduate-professional/policies/>

Signatures on graduate paperwork **must** be routed through DocuSign. Other e-signature platforms, such as Adobe, are prohibited. You will need to request a no-cost sender's license from DocuSign in order to route your necessary paperwork. To request a no-cost sender's license, visit: <https://nusupport.nebraska.edu/TDClient/33/Portal/Requests/ServiceDet?ID=27>

Graduate Students in EDPS are expected to work with their advisors to ensure that all graduate paperwork is submitted to the Office of Graduate Studies prior to the deadlines established on the OGS website. **Additionally, students seeking licensure must forward their official, approved program of studies to the Office of Accreditation in CEHS: sskretta2@unl.edu.** Failure to forward your paperwork to the Office of Accreditation may result in you not being able to obtain the relevant licensure for your discipline.

It is **imperative** that students keep copies of all official paperwork. This includes all official OGS paperwork, accreditation paperwork, assistantship contracts, fellowship letters, course syllabi, etc. The Department of Educational Psychology is not responsible for tracking individual student documents; it is the responsibility of each student to track and file each of the documents needed for their degree track and licensure needs.

Please note: students must submit their paperwork to the Office of Graduate Studies by the dates specified on their website. Signatures cannot be gathered until all required coursework for your milestone has been completed and graded. If you have any questions, please contact the Graduate Chair.

Outline of Procedures Involved in Obtaining PhD, EdS, and MA Degrees

Doctoral (PhD) Requirements

Admission & Application Requirements

Two separate organizations need to admit students for a doctoral program. Students need to be admitted by the Office of Graduate Studies at UNL, and they need to be admitted by program areas. There are several requirements for admission, including-transcripts, letters of recommendation, statements of interest, etc. Graduate Admission Requirements include application for Admission with \$50 non-refundable application fee, and one set of transcripts. If the student's native language is not English, verification of English proficiency is required. Students should refer to program area handbooks for a complete list of program requirements.

Deadlines

It is the responsibility of all students to be aware of deadlines and procedural requirements needed for their degree completion, both at the department level and Graduate College level.

<https://graduate.unl.edu/academics/program-steps/>

Supervisory Committee

The Supervisory Committee consists of at least four members of the Graduate Faculty or non-Graduate Faculty approved to perform specified Graduate Faculty duties. At least one Graduate Faculty member external to the academic department or program, but within the University of Nebraska Graduate College, must be included on the committee to serve as the Outside Representative. If the student is pursuing a minor, the committee member from the minor department may serve as the Outside Representative.

The Supervisory Committee shall approve a student's Program of Studies; monitor their academic progress; approve the dissertation subject; prepare, give, and evaluate the comprehensive examination; approve the final dissertation; as well as prepare, give, and evaluate the final examination.

A Supervisory Committee is established **before a doctoral student has accumulated 45 credit hours**, including any transfer hours, but excluding research or language tools. Prior to the approval of the student's Program of Studies, the Supervisory Committee is appointed by the Dean for Graduate Studies based on a recommendation of the departmental or interdepartmental Graduate Committee in the student's major.

Graduate Faculty with emeritus status may co-chair the supervisory committees of doctoral students with a resident Graduate Faculty member.

Students should choose committee members with great care. The committee approves a student's program of studies, contributes to and grades the comprehensive exam, approves the research proposal, approves the dissertation, and ultimately votes on the PhD oral

dissertation defense. It is wise for students to seek the counsel of other recent PhD students who have had the individual as a committee member.

Program of Studies (PhD)

The Program of Studies must be filed in Graduate Studies **prior to completion of half the coursework for the doctoral program, including transfer hours, but excluding research or language tools**. This may be submitted at the same time as the Appointment of Supervisory Committee form. At least half of the graduate work, including the dissertation, will be completed in the student's major and must contain sufficient credit hours.

The Program of Studies for PhD students must include:

- At least 90 credit hours, including 12 to 55 hours of dissertation research.
- Any departmental language or research tool requirements.
- It must be filed within the same semester as the appointment of the Supervisory Committee.
- The time limit on granting the doctoral degree is eight years from the time of filing the student's Program of Studies in Graduate Studies.
 - Failure to meet this deadline may result in an expiration from your program.
- The Supervisory Committee approves any subsequent change in the program, and the action is reported to Graduate Studies in writing.
- The Supervisory Committee will determine what course work taken prior to filing of a Program of Studies, including hours earned toward the doctoral degree(s), will be accepted as part of the program's hours.
 - Each program in EDPS has different requirements for the number of hours needed in the Ph.D. program. It is the student's responsibility to consult with their advisor and Supervisory Committee to ensure they comply with the individual program's requirements.
- The Supervisory Committee is not obligated to reduce the doctoral Program of Studies by applying course work completed prior to its appointment.
- Prior coursework is assessed in relation to its contribution to framing a research foundation for the degree. Each course accepted must be current and relevant in relation to the desired degree.
- No graduate credit will be accepted from a previously awarded doctoral degree at any institution, including UNL.

Source: <https://catalog.unl.edu/graduate-professional/policies/academic-program-requirements/#program-of-studies>

Doctoral Comprehensive Examination

When a student has substantially completed studies in the doctoral program, the student must pass a written comprehensive examination in the major and minor fields of study. At the discretion of the supervisory committee, an oral comprehensive examination may also be required. If an oral comprehensive examination is required, both the written and oral must be successfully completed before an application for Candidacy can be submitted. Once the Office of Graduate Studies approves a student's Candidacy paperwork, the student can list their status as a "doctoral candidate."

Requirements and Scheduling Your Doctoral Exam(s)

Students should work with their Supervisory Committee to arrange their comprehensive examinations at least seven months prior to the final oral examination (defense).

- The **written** comprehensive examination is an investigation of the student's breadth of understanding of the field of knowledge of which his/her special subject is a part. It is not a repetition of course examinations.
- An **oral** comprehensive examination may be required at the discretion of the Supervisory Committee. The oral exam may include the minor or related fields in addition to the major field of study. If an oral exam is required, it is part of the comprehensive exam requirements to be met before candidacy.

Examination Results

Upon successful completion of comprehensive exams, an Application for Candidacy should be filed as described in Doctoral Milestones.

Otherwise, if the Supervisory Committee determines that the student has failed the comprehensive examination, the chair of the Supervisory Committee submits a letter to the Dean for Graduate Studies stating the conditions under which the student may attempt another examination.

Only one attempt may be made per academic term. Only two attempts overall are permitted unless the Supervisory Committee approves additional attempts.

Doctoral Candidacy

The Supervisory Committee files the **Application for Admission to Candidacy** as described in Doctoral Milestones once the student has (1) Met any provisional admission requirements, (2), Satisfied language and research tool requirements, and (3) Passed the comprehensive examination(s).

This form must be filed in Graduate Studies at **least seven months** prior to the final oral examination (defense). The form is available here:

<https://graduate.unl.edu/sites/unl.edu/executive-vice-chancellor.graduate-studies/files/media/file/Doctoral-Candidacy.pdf>

Application for the Degree. Students must apply to receive their degree in the early part of the semester, during which they expect to receive the degree. Please see the Registrar's Office website for specific dates each semester: <https://registrar.unl.edu/student-resources/graduation-application/>.

Dissertation Process

IRB (Institutional Review Board)

The [UNL Institutional Review Board \(IRB\)](#) is comprised of UNL faculty, staff, and unaffiliated community members from differing disciplines with expertise based on UNL's research portfolio. The IRB is charged by the Chancellor to "independently review and approve all human participant research conducted or supported by the faculty, students, staff, or other representatives of UNL through sufficient resources and decisional autonomy," documented with Policy #1.006: Authority Granted by UNL to the IRB Operating in the HRPP.

In order for a project to require oversight by the IRB it must meet the regulatory definitions of research AND human subjects. Policy #3.001: Investigational Activities Requiring IRB Review and Approval defines activities that must be reviewed and approved by the IRB before the project begins (including recruitment).

- Research is "a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge."
- Human subject is a living individual about whom an investigator (whether professional or student) conducting research: (i) obtains information or biospecimens through intervention or interaction with the individual, and uses, studies, or analyzes the information or biospecimens; or (ii) obtains, uses, studies, analyzes, or generates identifiable private information or identifiable biospecimens.

Research Proposal

Though not spelled out in the graduate studies requirements, the Dissertation research proposal is a very important step. A typical research proposal consists of the first three chapters of a dissertation: an introduction (why the problem is worthy), a literature review (what is already known about the problem), and methods (what you will do in your study). Once approved, the research proposal is like a contract between the student and his or her committee. Because of the implied contractual nature of this step, it should be taken very seriously. If the committee wants changes in the proposal, the student should make the appropriate changes and resubmit the proposal to them before the letter is sent to Graduate Studies for your file, indicating that this meeting has been held.

Typically, the proposal will ultimately become the first three chapters of your dissertation: *Introduction, Literature Review, and Methods and Procedures*.

There are three stages of the research proposal: **(1)** where the student prepares the proposal; **(2)** where the student presents to the committee and the committee approves the proposal; and **(3)** an *informal* stage where a memo/email is written to Graduate Studies indicating that the supervisory committee has approved the research proposal.

Dissertation

Preparing a dissertation is a major effort. **The format of a student's dissertation should follow APA Guidelines.** Follow the formatting rules carefully. In our department, the latest version of the *APA Publication Manual* is used.

After the research data collection is complete, students write the dissertation. Often, this consists of adding *Results* and *Discussion, Summary and Conclusions*.

A great resource for information regarding Dissertations is the book, *Dissertations and Theses From Start to Finish: Psychology and Related Fields*. Learn more here:
<https://www.apa.org/pubs/books/4316188>

Once written and approved by the chair of the supervisory committee, the dissertation goes to the Reading Committee—two members of the student's supervisory committee who have agreed to serve as readers. The Reading Committee should have no less than two weeks to read and approve the dissertation. In many cases, readers will require revisions and students should allow another two weeks for these revisions. There must be at least three weeks between their approval and the final oral defense. It is a good idea for students to plan on having the dissertation approved by the chair of the supervisory committee at least seven weeks before the defense is planned. Due to faculty schedules, there is no guarantee that students can defend their dissertation over the summer, and some programs do not allow proposal or defense meetings to be scheduled after May 31st since faculty are on 9-month contracts.

The remaining stages in preparing the dissertation are **(a)** scheduling the oral examination, **(b)** the oral examination itself, and **(c)** depositing the dissertation with the Office of Graduate Studies.

Depositing the dissertation is usually a straight-forward process. There are formatting requirements that are followed scrupulously. Then, there must be copies that are bound. Plan on binding one bound copy for the chair of your supervisory committee. Students should ask other members of the supervisory committee if they wish to have a copy of the dissertation. This is an important courtesy.

UNL Print Services offers printing and binding services. For more information, please visit the following website:

<https://graduate.unl.edu/academics/degrees/guidelines/binding>

Oral Examination

Approval of the dissertation is solely the responsibility of the Supervisory Committee. The academic expectations and standards of acceptability for dissertations, as established by each departmental Graduate Committee, shall be the benchmark by which dissertations are judged. No individual or organization other than the University of Nebraska graduate faculty (or non-graduate faculty members granted permission to serve on Supervisory Committees) may participate in judging the acceptability of a dissertation, including (but not limited to) journal editors, peer reviewers, and adjudicators.

Submission of manuscripts or other works for publication shall not be a requirement for the graduate degree. This does not preclude departmental Graduate Committees from stating in their graduate handbooks the expectation that a dissertation should yield publication-quality research or juried works, nor does it prevent graduate students from submitting manuscripts and publishing articles prior to defending their dissertation.

The final oral examination must be scheduled for a date when a majority of the Supervisory Committee, including the Chair(s), are available for the examination. Exceptions may be made only by permission from the Dean for Graduate Studies.

The final examination for the doctoral degree is oral and open to the University community and the public.

- The Supervisory Committee determines the defense's character and length. The examination may be devoted to the special field of the dissertation or to the Candidate's general knowledge, or it may be designed to test judgment and critical powers.
- All attendees may be present during the dissertation presentation and general questioning. However, this is followed by a closed questioning portion of the examination for which all persons except the Candidate, Supervisory Committee, and invited faculty must be excused.
- The final oral examination over the dissertation may be waived only with the consent of the Dean for Graduate Studies.

The Supervisory Committee reports the results of the final oral examination to Graduate Studies.

- If the committee agrees unanimously that the student has passed: A Report of Completion is signed by all committee members present for the defense.
- If only one member dissents: The dissenting member files a letter of explanation in Graduate Studies, but the student is approved for the degree and a Report of Completion is signed accordingly.
- If more than one member dissents: The student fails to pass the final oral exam. The committee files a report on the failure in Graduate Studies, indicating what the student must do before attempting another examination. A student may attempt a final oral exam only once per term.

Publication(s)

Most dissertation research that students conduct should be publishable and students should attempt to publish it.

Summary of Procedure for the Doctor of Philosophy Degree

1. Establish a Supervisory Committee prior to completion of one half of the required doctoral coursework
2. Complete a Program of Studies, approved by the Supervisory Committee and filed in Graduate Studies prior to completion of one half of the doctoral coursework
3. Achieve academic residency
4. Pass a comprehensive examination in the major and minor fields of study
5. Achieve candidacy and satisfy requirements for registration during candidacy
6. Prepare a dissertation, pass a final examination (defense), and submit the approved final version to the University
7. Complete all work for the doctoral degree within eight years of filing the Program of Studies with the Office of Graduate Studies.

Source: <https://catalog.unl.edu/graduate-professional/policies/academic-program-requirements/>

Hooding

UNL conducts a doctoral hooding ceremony during the May, August, and December commencements. Most Ph.D. students in EDPS graduate in August. At this ceremony, the advisor assists the Dean of UNL's Office of Graduate Studies, who places the doctoral hood on the candidate.

Educational Specialist (Ed.S.) Requirements

Admission & Application Requirements

Two separate organizations need to admit students for a doctoral program. Students need to be admitted by the Office of Graduate Studies at UNL, and they need to be admitted by program areas. Graduate Admission Requirements include application for Admission with a \$50 non-refundable application fee, one set of transcripts, and verification of English proficiency if student's native language is not English. The Office of Graduate Studies review includes a preliminary verification of English proficiency. A personal statement, resume and three recommendation letters are also required.

Deadlines

It is the responsibility of all students to be aware of deadlines and procedural requirements needed for their degree completion, both at the department level and Graduate College level. <https://graduate.unl.edu/academics/program-steps/>

Supervisory Committee

The Supervisory Committee consists of at least four members of the Graduate Faculty or non-Graduate Faculty approved to perform specified Graduate Faculty duties. At least one Graduate Faculty member external to the academic department or program, but within the University of Nebraska Graduate College, must be included on the committee to serve as the Outside Representative. If the student is pursuing a minor, the committee member from the minor department may serve as the Outside Representative.

A Supervisory Committee is established before an Ed.S. student has accumulated 42 credit hours, including any transfer hours, but excluding research or language tools. Prior to the approval of the student's Program of Studies, the Supervisory Committee is appointed by the Dean for Graduate Studies based on a recommendation of the departmental or interdepartmental Graduate Committee in the student's major.

The Supervisory Committee shall approve the student's Program of Studies; monitor the student's academic progress; approve the dissertation subject; prepare, give, and evaluate the comprehensive examination; approve the final dissertation; and prepare, give, and evaluate the final examination. (Source: <https://catalog.unl.edu/graduate-professional/policies/academic-program-requirements/>)

Graduate Faculty with emeritus status may co-chair the supervisory committees of Ed.S. students with a resident Graduate Faculty member.

Program of Studies

During the same term in which the Supervisory Committee is established, submit the completed Program of Studies form (with the supervisory committee chair's signature) to Graduate Studies.

The Ed.S. degree requires a minimum of 66 total credit hours; however, the Ed.S. program in School Psychology requires more than 66 credit hours. At the time of the filing of the Program of Studies, there should be at least 24 hours remaining to be taken.

After the Program of Studies has been filed in Graduate Studies, any changes are submitted in writing. A "Request for Change of Program" form is available from Graduate Studies, or a memo may be submitted by the student's advisor to the Office of Graduate Studies Coordinator outlining the additions, deletions, or substitutions.

Comprehensive Examination

The Supervisory Committee develops the examination and determines its nature and duration. It is administered when the program is substantially complete. Results are reported to Graduate Studies on the Final Report Form. All comprehensive examinations, either passed or failed, must be reported to Graduate Studies no less than **two weeks before graduation**. If an oral comprehensive examination is required, both the written and oral must be successfully completed before an application for Candidacy can be submitted.

Application for the Degree

Students must apply to receive their degree in the early part of the semester during which they expect to receive the degree.

Masters (MA) Requirements

Application & Admission Requirements

Two separate organizations need to admit students for a master's program. Students need to be admitted by UNL, and students need to be admitted by a master's program. Graduate Admission Requirements include: an application for Admission with a \$50 non-refundable application fee, one set of transcripts, and verification of English proficiency if the student's native language is not English. Major admission requirements will require a minimum English proficiency: Paper TOEFL 550, Internet, TOEFL 80, IELTS 6.5. A personal statement, resume and 3 letters of recommendation are also required.

Deadlines

It is the responsibility of all students to be aware of deadlines and procedural requirements needed for their degree completion, both departmental and Graduate College

<https://graduate.unl.edu/academics/program-steps/masters-degree-steps-to-completion>.

Memorandum of Courses

The Memorandum of Courses must be submitted to the Office of Graduate Studies before the student has completed more than one-half of the prescribed program. Prior to submission, the Memorandum of Courses must be approved by the student's adviser, the major departmental or area Graduate Committee Chair, and the minor department Graduate Committee Chair (if applicable). It is the student's responsibility to secure the proper approvals and to submit to the Master's Programs Coordinator, as described in the Office of Graduate Studies' Steps to Degree Completion. Final review and approval of the Memorandum of Courses is made by the Dean for Graduate Studies. A student may NOT file a Memorandum of Courses and graduate in the same semester or summer term.

Thesis

Students completing a thesis must either successfully defend the thesis at an oral examination of the thesis or have the thesis approved by a second Reader. Regarding the oral examination, the examination committee consists of three Graduate Faculty members with committee members selected by the Advisor with input from the candidate. Members of the committee must have a minimum of at least two weeks to read the thesis before the exam takes place. With respect to Reader approval, the Reader (1) must be a Graduate Faculty member, (2) is typically within the department, and (3) is selected by the Advisor with input from the candidate; the Advisor approves the thesis before it is sent to the Reader. The Reader must have at least two weeks to read the thesis.

Comprehensive Examination

A student pursuing a master's degree must complete a final comprehensive examination, administered as a written and/or oral examination, within 24 months prior to the date of graduation. The comprehensive examination is required to cover the student's approved program of study, as specified by the major and minor (if applicable) departments. The comprehensive examination in the minor field(s) may be waived subject to the approval of the minor department(s), provided all grades in the minor department are at least a B or pass. If an oral comprehensive examination is required, both the written and oral must be successfully completed before an application for Candidacy can be submitted.

If an oral examination is required, the examining committee, approved by the Dean for Graduate Studies on the recommendation of the major department, will consist of at least three members representing the major and minor (if applicable) departments. All professors on the examining committee must either be on the Graduate Faculty, or be non-Graduate Faculty approved to perform specified Graduate Faculty duties. If a member of the examining committee other than the chair leaves the employment of the University or retires, a replacement should be appointed. In certain circumstances where continuing expertise is needed, the departing faculty member may continue as a member or co-chair of the committee with approval of the department Graduate Committee and the Dean for Graduate Studies. If the master's degree is being earned under Option I without a final oral examination, the thesis must be approved in writing by a Graduate Faculty member in addition to the major adviser.

If members of an oral examining committee are not unanimous regarding passing a Candidate, the student is to be approved for the degree if only one examiner dissents. In such cases, the dissenting member of the committee will be expected to file a letter of explanation in the Office of Graduate Studies.

If a student fails to pass the final oral or written examination for an advanced degree, their committee must file a report on the failure in the Office of Graduate Studies and indicate what the student must do before taking another examination. Another examination may not be held during the same semester or the same summer term in which the student failed.

Master's Comprehensive Examination (MA COMPS)

The Department of Educational Psychology has agreed to the following procedure for the master's comprehensive examination. The exam is to be administered three times per year. This exam is only allowed to be attempted three times and may be taken no more than 24 months prior to the date of graduation.

The Department has organized the examination into four areas of emphasis: (a) Counseling, (b) Development, (c) Learning Sciences, and (d) Quantitative, Qualitative, and Psychometric Methods (QQPM). School Psychology students may be required to take an exam focused in Behavioral Learning. Subtests for each of four areas will consist of

multiple-choice items and/or essay-type questions. Each subtest will require approximately 45-50 minutes to complete.

The selection of subtests is at the discretion of your advisor. Students are required to complete a minimum of three subtests. Counseling students should select one of the track options and two other tests. DLS students should select Learning Sciences and Development and one of the three subtests from the QQPM area. QQPM students should select two subtests from QQPM plus either Development or Learning Sciences. School students should select Development, Measurement, and Behavioral Learning.

Evaluation decisions about the examination are made based on percentage criteria. In order to pass any one (1) exam, a score of at least 60% must be earned. To pass all three subtests, a student's overall average score must be 70% or higher *and* each subtest must have a score of at least 60%. If the overall average score is above 70% yet a subtest is scored below 60%, the student will be required to retake only the exam whose score was below the 60% threshold.

The comprehensive examination is only allowed to be taken three times by a student. The soonest time for retaking the exam will be the next regularly scheduled administration. If the passing percentage for the entire examination is less than 70% then the entire comprehensive examination must be retaken. If a satisfactory passing percentage is obtained for the exam, but one or more of the subtests have less than a 60% passing score, only the unsuccessful subtest(s) must be completed again.

Note: beginning June 2024, all Masters Comprehensive Exams will be offered via Canvas. Students must have Respondus Lockdown Browser on their computers in order to take the exams. If you do not have a laptop with access to Respondus Lockdown Browser, you may borrow one from HuskerTech for free.

Please visit the following link to learn how to checkout a laptop from HuskerTech:
<https://nusupport.nebraska.edu/TDClient/33/Portal/Requests/ServiceOfferingDet?ID=19>

Masters Comprehensive Exam Dates

Comprehensive exams are administered three times a year, on the FIRST FRIDAY of March, June, and October. The exam begins at 8:30 and ends at 12:45. There are no alternative dates for taking the comprehensive exam.

Registration forms for the comprehensive exam must be submitted to the graduate student coordinator no later than the Friday prior to the exam at 4pm. Late applications will not be accepted. Failure to submit your registration form by the deadline will result in delaying your comprehensive examination.

The registration form can be found on our website: <https://cehs.unl.edu/edpsych/masters-comprehensive-exam/>

Application for Graduation

Students must complete their Application for Graduation during the semester in which they intend to graduate. The application will become available in MyRed the semester following the approval of your Memorandum of Courses. You are required submit the graduation forms electronically through MyRed prior to the deadlines listed below:

For information regarding graduation application deadlines, visit <https://registrar.unl.edu/> to view the Academic Calendar.

Failure to submit your application by these deadlines will result in delayed delivery of your diploma and a postponement of graduation ceremony. Website:

<https://registrar.unl.edu/student/commencement/application/>

Final Examination Report

The Final Examination Report form must be signed for students, the major advisor, the department graduate committee chair, and (if applicable) the minor advisor to receive their degree.

EDPS Affiliated Centers, Clinics, & Organizations

Bullying Research Network (BRNET)

The Bullying Research Network (BRNET) is a national and international bullying prevention and intervention research network. It is designed primarily for researchers to promote and assist international collaboration among bullying and peer victimization researchers. BRNET shares current research via Twitter, Facebook, and a monthly e-newsletter. BRNET posts opportunities for collaboration and postdoctoral opportunities. The network consists of over 285 researchers and 127 affiliates from 32 different countries. Interested graduate students studying bullying and peer victimization may join as an affiliate of BRNET. Interested researchers can request consideration for membership status and graduate students can request consideration for affiliate status by emailing: bullyresearchnet@gmail.com. Website: <https://brnet.unl.edu/>

Buros Center for Testing

The [Buros Center for Testing](#), located on the ground floor in Teachers College Hall, is an integral research center housed in the Department of Educational Psychology. The Center's mission is to improve the science and practice of testing and assessment through consultation and education. [Oscar K. Buros](#) published the first *Mental Measurements Yearbook* in 1938 and founded the Institute of Mental Measurements in 1939. After Oscar's death in 1978, his widow, [Luella Gubrud Buros](#), continued her support of Oscar's long-standing goals of improved measurement and testing practices. Following a national search and offers from several prominent universities, Luella chose the University of Nebraska–Lincoln and transferred the institute's considerable testing archives to establish the Buros Institute of Mental Measurements in 1979. The addition of a second institute focused on psychometric consultation was made possible by another gift from Luella Buros and established the Buros Center for Testing in 1994. In 2011, the Center expanded again, this time by establishing a unit to promote assessment literacy. Currently, the Center comprises of three complementary functions: test reviewing, psychometric consulting, and assessment literacy. Learn more at buros.org, by calling them at 402-472-6203, or by following them on [LinkedIn](#).

Test Reviews and Information

The test reviews and information unit publishes reference materials in print and electronic form that offer detailed descriptive information and critical reviews of commercially available tests. Major resources include the *Mental Measurements Yearbook* series, *Tests in Print* series, and *Pruebas Publicadas en Español*. Electronic access to these resources is available via [EBSCO and Ovid](#).

Psychometric Consulting

Through its psychometric consulting unit, the Buros Center addresses evaluation and quality concerns within proprietary testing programs. The Buros Center provides expert professional services related to educational assessment, licensure, certification, admission, and employment testing.

Assessment Literacy

The Buros Center's assessment literacy unit offers research and teaching resources, on-demand videos, webinars, and workshops on a variety of topics related to fairness, validity, and technical aspects of testing. Assessment literacy offerings help to improve individual's ability to select and use tests more effectively and responsibly.

In addition to the above activities, the Buros Center owns and sponsors the scholarly journal, *Applied Measurement in Education*. The journal is dedicated to the application of educational and psychological measurement to the educational process.

Oscar K. Buros Library of Mental Measurements

Located in Room 23 of Teachers College Hall, the Oscar K. Buros Library of Mental Measurements is a special reference library containing publications of the Buros Institute/Center, and what is generally regarded as the world's largest collection of tests and testing materials. In addition to housing copies of more than 8,500 commercially available tests published since the early 1900s, the library also contains a collection of books, journals, abstracts, reviews, and published information dedicated to the field of measurement. Its holdings include The *Oscar K. Buros Collection*, a selection of books from Oscar Buros's personal library. The late Luella Buros, an award-winning artist of national repute, also bequeathed numerous paintings and several sculptures, which are on display in the library and throughout the Buros Center.

Counseling and School Psychology Clinic (CSPC)

The Department of Educational Psychology includes the Counseling and School Psychology Clinic, which is used extensively by our students during their clinical training in our two APA-approved programs, Counseling Psychology and School Psychology. The Clinic, located on the lowest level of Teachers College Hall (TEAC 50), includes individual and group treatment rooms, one-way glass observation rooms, clinic laptops for recording and documentation, standardized tests, evidence-based intervention materials, and a play therapy room for young children.

Student clinicians, a postdoctoral fellow, and licensed psychologists in the Clinic offer a wide array of services, including consultation, assessment, and therapy for children, adolescents, and adults. The Counseling & School Psychology Clinic serves members of the university community (outside of the department), as well as the general public. Services are offered for a low and flexible cost, on a sliding scale of fees. All therapeutic services are provided under the direct supervision of licensed psychologists and advanced doctoral students. The clinic is managed by a Clinic Director and a Clinic Assistant Program Manager. Website: <https://cspc.unl.edu/>

Graduate Student Assembly (GSA)

As a unique population with roles as students, teachers, researchers, and/or staff, graduate students at the University of Nebraska-Lincoln require a special representative body that is tailored to their needs. The Graduate Student Assembly (GSA) will exercise the student governance of affairs solely involving graduate students at the University, as well as collaborate with the ASUN Senate, officers, and committees on issues affecting the entirety of the University's student body. <https://gsa.unl.edu/>

Nebraska Evaluation and Research (NEAR) Center

The Nebraska Evaluation and Research (NEAR) Center, located in room 209 of Teacher's College Hall, is a statistical and methodological consulting facility for students and faculty members of the College of Education and Human Sciences. The NEAR Center was created to enhance the quality of analytic and research practices within the College of Education and Human Sciences. Center staff are available at no charge to give feedback and information concerning any phase of a research project, including instrument development, choice of empirical (quantitative and/or qualitative) analysis, sampling procedures and size. The NEAR Center also works on projects internal to the university as well as external activities for local and national partners and agencies. To maximize the benefit of the NEAR Center services, clients should prepare research questions in advance of their appointments, provide independent and dependent variable definitions, and have knowledge of the instruments/measures they plan to use in their research. The NEAR Center consultants do not teach statistics, design studies, or proofread manuscripts. Consultation services are free for CEHS students and provided by appointment only. You can use the NEAR Center as often and for as many projects as you would like. However, each client is limited to 60 minutes per week. To book an appointment online: <https://cehs.unl.edu/NEAR/>.

Nebraska Internship Consortium in Professional Psychology (NICPP)

The Nebraska Internship Consortium in Professional Psychology (NICPP) is comprised of eight cooperating agencies that together offer a broad range of professional experiences for qualified doctoral students in psychology. The mission of the NICPP is to provide psychology interns with intensive professional training experiences within the context of a scientist-practitioner model. NICPP specializes in training professional psychology with children, adolescents, college students, and family interests. The consortium sites are the Department of Health and Human Services of Nebraska, Boys Town, Counseling and Psychological Services at UNL, Morningstar Counseling, the Munroe-Meyer Institute at UNMC, and the Nebraska Medicine Psychology Department. The internship is one full year (12 months/2000 hours) in duration. NICPP is accredited by the American Psychological Association (APA) and is a member of the Association of Psychology Postdoctoral and Internship Centers (APPIC). The NICPP submitted its self-study for continued APA accreditation in February 2024 with a re-accreditation site visit scheduled for Fall, 2025. NICPP accepts applications from APA-accredited school, counseling, and clinical psychology doctoral programs in the United States and Canada. The defining feature of the NICPP consortium is its commitment to comprehensive and coordinated experiences. Interns are admitted to NICPP and are placed at an individual agency for the duration of the internship. Primary training experiences, responsibilities, and supervision are coordinated at individual sites, with oversight by the NICPP Board of Supervisors. Interns attend monthly seminars, have access to many professional development opportunities, and are supervised by an array of talented supervisors. Website: <https://nicpp.unl.edu/>

Nebraska Research Center for Children, Youth, Families, and Schools (CYFS)

Nebraska Research Center for Children, Youth, Families and Schools (CYFS). CYFS is an interdisciplinary research center and Program of Excellence housed in the College of Education and Human Sciences that aims to impact lives through research that advances learning and development. The center fosters new basic and applied research in all areas related to children, youth, families, schools, and communities, focusing on academic intervention and learning; early education and development; psychosocial development and social-emotional learning; research and evaluation methods, and rural education and communities. CYFS promotes collaboration among the University of Nebraska's interdisciplinary research community in the social, behavioral, and educational sciences and has a research network comprised of more than 100 faculty from many departments and colleges and across campuses. Website: <https://cyfs.unl.edu/>

Student Affiliates of School Psychology (SASP)

SASP is a student-led organization for doctoral and specialist students pursuing a career in school psychology. Students are involved in many activities throughout the program and the larger Lincoln community. They have participated in many community service projects over the years, such as Heartland Big Brothers Big Sisters Bowl for Kids Sake and Lincoln Literacy's Scrabble Scramble, and continue to be active in community service projects around Lincoln. Over the years, a consistent number of students have been elected to leadership positions at the University and national level. These students have worked with state organizations, national professional organizations, the faculty at UNL, and other faculty across the country to improve psychological service provision for children. SASP hosts many social events throughout the year in which students and faculty spend time together. When new students enter their program, they are paired with an advanced student who serves as their mentor. Mentors keep in touch with these students throughout their time in the program to provide helpful guidance with regard to navigating and adapting to Lincoln and the community, understanding departmental norms, choosing courses, completing research projects, and coping with concerns as they arise.

Student Outreach & Support (SOS)

Formed in 1972, the Ethnic Minority Affairs Committee (EMAC) is a departmental-sponsored committee that supports students, staff, and faculty of all identities. In 2014, EMAC was renamed "DEMAC" to reflect current diversity, equity, and inclusion issues within the College of Education and Human Sciences and the Department of Educational Psychology and in 2024 it was renamed, "Student Outreach and Support." The mission of SOS is to assist the department in carrying out its commitment to promote belonging and inclusion for all individuals. SOS supports incoming students as they arrive on campus and begin their graduate studies in EDPS. Related activities include but are not limited to: advocacy, participation in the department hiring processes, community-building, and collaborative research projects. For additional information about SOS, visit our website at <https://cehs.unl.edu/edpsych/about-us/student-outreach-and-support-sos/>. The SOS executive board is composed of students and one faculty member from each academic program area. SOS membership is voluntary and open to all students, faculty, and staff in EDPS. Anyone can also contact the SOS board and share ideas, feedback or suggestions. The SOS board meets with the departmental chair once a month. All SOS correspondences and activities will be distributed across EDPS email listservs.

Rights & Responsibilities of Students

The Department of Educational Psychology adheres to all UNL policies regarding the rights and responsibilities of graduate students. These include the following statements from the UNL Graduate Studies (<https://catalog.unl.edu/graduate-professional/policies/>):

- Graduate Student Bill of Rights
- Student Code of Conduct
- Responsible Conduct of Research
- Guidelines for Good Practice
- Mentoring Guidebook

Students are also referred to the Principles of Academic Freedom adopted by the Associated Students of the University of Nebraska (available on the ASUN website at <https://asun.unl.edu/>). Students working in professional contexts with children, teachers, clients, or other individuals are expected to act in accord with the Ethical Principles of the American Psychological Association (available at <https://www.apa.org/ethics>) and may be evaluated on their adherence to these principles.

Background Checks

Some programs and courses within EDPS require background checks, typically within the first year of a student's studies. Students who are required in their programs to work in schools, clinics, daycare facilities, hospitals, or other community agencies must complete a background check before CEHS can place them in these sites. Students are expected to pay for their background checks and follow all guidelines established by the College of Education and Human Sciences. The background check must be completed through the approved CEHS process and other background checks cannot be substituted.

For more information and to find full instructions for how to complete your background check, visit: <https://cehs.unl.edu/cehs/cehs-criminal-history-background-checks/>

Please see your individual program handbook for information pertaining to required background checks.

Academic Honesty

The maintenance of academic honesty and integrity is a vital concern of the University community. Any student found guilty of academic dishonesty shall be subject to both academic and disciplinary sanctions.

Students should familiarize themselves with the EDPS Policy regarding AI Usage, appearing later in this document.

Academic dishonesty includes, but is not limited to the following:

1. **Cheating:** Copying or attempting to copy from an academic test or examination of another student; using or attempting to use unauthorized materials, information, notes, study aids, AI technology, or other devices for an academic test, examination, assignment, or exercise; engaging or attempting to engage the assistance of another individual in misrepresenting the academic performance of a student; or communicating information in an unauthorized manner to another person for an academic test, examination, or exercise.
2. **Fabrication or Falsification:** Falsifying or fabricating any information or citation in any academic exercise, work, speech, test, or examination. Falsification is the alteration of information, while fabrication is the invention or counterfeiting of information.
3. **Plagiarism:** Presenting the *work* of another as one's own (i.e., without proper acknowledgment of the source) and submitting examinations, theses, reports, speeches, drawings, laboratory notes or other academic work in whole or in part as one's own when such work has been prepared by another person or copied from another person. If you have any doubt as to whether you should cite a source, then cite the source. Simply changing one or more words so that you do not have an exact quote of the other person's work is still plagiarism.
4. **Abuse of Academic Materials:** Destroying, defacing, stealing, or making inaccessible library or other academic resource material.
5. **Complicity in Academic Dishonesty:** Helping or attempting to help another student commit an act of academic dishonesty.
6. **Falsifying Grade Reports:** Changing or destroying grades, scores, or markings on an examination or in an instructor's records.
7. **Misrepresentation to Avoid Academic Work:** Misrepresentation by fabricating an otherwise justifiable excuse such as illness, injury, accident, etc., in order to avoid or delay timely submission of academic work or to avoid or delay taking a test or examination.
8. **Other:** Academic units and faculty members may prescribe and give students prior notice of additional standards of conduct for academic honesty in a particular course, and violation of any such standard of conduct shall constitute misconduct under this Code of Conduct and the University Disciplinary Procedures.

Grievance Procedures

The Department of Educational Psychology follows grievance procedures outlined by CEHS and the Office of Graduate Studies.

Students are entitled to a process where they can contest a decision made about a grade, an issue with a faculty member, or a departmental decision that they believe negatively impacts their progress towards their degree. The UNL Graduate Catalog outlines procedures for appealing [grades](#) and [termination decisions](#). Per these Graduate Catalog policies, grade appeals must first be made to the course instructor, then to the EDPS Graduate Chair and Graduate Committee,

then to the Dean of Graduate Studies. Appeals of termination decisions should be made to the Dean of Graduate Studies and UNL Graduate Council.

For grade appeals made to the Graduate Chair or any other appeal of a faculty or department-level decision, the following procedures will be followed:

- The student should notify the Graduate Chair, in writing, of their wish to appeal a particular grade/decision. If the student is appealing a grade or decision made by the Graduate Chair, the student may instead direct their appeal to the Department Chair.
- The Graduate Chair (or Department Chair) will convene a committee of three faculty members to gather information about the grievance and make a report, as well as a recommendation to the full Graduate Committee.
- The Graduate Committee will consider the recommendation and make a judgement about the merit of the student's appeal.
- The Graduate Chair (or Department Chair) will notify the student of the decision.

Unless there are unusual circumstances, the Graduate Committee will make a decision about the grievance within four weeks of receiving the recommendation.

Source: <https://cehs.unl.edu/edpsych/current-student-support/edps-grievance-procedures/>

Code of Conduct

The community of scholars at the University of Nebraska–Lincoln is dedicated to personal growth and academic excellence. By choosing to join the community, each member agrees to comply with certain standards of civil behavior; therefore, the University of Nebraska-Lincoln adopts this Student Code of Conduct, in order that it might: (1) promote a campus environment that supports its educational, research, and outreach missions; (2) protect the members of the community and its resources from disruption and harm; (3) provide a guide to appropriate individual and group behavior; and (4) foster ethical standards and civic virtues, all in keeping with the Graduate and Professional Student Bill of Rights. You can find the Graduate and Professional Student Bill of Rights on our website: <https://cehs.unl.edu/edpsych/edps-graduate-student-handbook/>

Information regarding the University of Nebraska’s Student Code of Conduct can be accessed here: <https://studentconduct.unl.edu/university-nebraska-student-code-conduct-0/>

All allegations of sexual misconduct, including sexual assault, sexual violence, dating violence, domestic violence, or stalking are investigated and addressed following the procedures outlined in the University of Nebraska–Board of Regents Policies: <https://equity.unl.edu/sexual-misconduct-and-title-ix-resources/university-sexual-misconduct-policy/>

The Department of Educational Psychology values diversity in all its forms and are committed to providing a positive and welcoming environment for all staff, colleagues, students, volunteers, and visitors regardless of gender identity, sexual orientation, ability, religion, socioeconomic status, political perspective, career status, culture, or ethnicity.

Expected Personal Behaviors

Appropriate, positive behavior towards others acknowledges and values who they are and what they are doing, and this reflects on one’s own character, integrity, and values. All personnel working within the Department, in any of its activities in any capacity, will:

- Treat everyone with respect and consideration, with sensitivity to personal and cultural uniqueness
- Always maintain respectful dialogue to promote constructive discourse
- Evaluate the work of faculty, students, and staff fairly and objectively
- Recognize past and present contributions to the science of psychology and the accomplishments of others
- Support the professional growth and success of others, especially when in formal or informal mentoring roles

Prohibited Personal Behaviors

- Harassment and intimidation, including verbal, written, or physical conduct that demeans, denigrates, threatens, intimidates, or coerces another person
- Discrimination or exclusion based on gender identity, sexual orientation, age, disability, physical appearance, body size, race, religion, political perspective, national origin, or culture
- Physical, emotional, verbal, or sexual abuse of any person
- Assuming credit for the accomplishments of others

Reporting

If you suspect or experience discrimination, sexual harassment, or retaliation toward yourself or others, please keep records or other evidence of specifics and report the conduct.

If you do not feel comfortable telling a person to stop inappropriate behavior, or if the behavior does not cease once you have requested that it do so, you may seek assistance from an administrator, professor, or counselor. Persons designated by the University as Mandated Reporters are required to report sexual discrimination, harassment, and misconduct reported to them. Other employees are encouraged to provide assistance and/or support.

Students wishing to report discrimination or harassment directly should contact the Office of Institutional Equity and Compliance (IEC) as soon as possible after the situation occurs. You can contact the Office of IEC via phone at 402-472-3417. Alternatively, you may also submit your concerns to the Office of IEC using their online form, which is available on their website:

<https://equity.unl.edu/>

If you wish to remain anonymous in your report, you may submit an anonymous report to the University of Nebraska Police at <https://unlreport.unl.edu/>. Please note: if you choose to file a report anonymously, UNL Police will be unable to provide you with a follow-up. For critical emergencies, call 911. Campus police can be reached at 402-472-2222 (or 2-2222 from a campus phone).

Violations of the expected behaviors or engaging in prohibited behaviors described above will necessitate meeting the departmental and college leadership to develop a corrective action plan that will be strictly enforced and time-bound. Egregious violations of policies, repeat offenses, or failure to conform to the correction action plans will lead to dismissal from the department and, potentially, the University.

Social Media Policy

It is in the best interest of students, especially clinicians, who have social media accounts to set privacy settings on their account(s) to the highest level of security to prevent clients or students from accessing personal information. Students and clinicians should refrain from social media or dating app use during working hours and while in their clinic or lab space. Additionally, students in all programs within EDPS should refrain from social media use during class times, as this is disruptive to their engagement and learning process.

Students and clinicians should assume that anything posted on social media may be made public at any time. It is discouraged to perform online searches of clients, as well as students within any courses taught by a GTA.

CSPC clinicians are expected to turn off notifications and location tracking upon entering the Counseling and School Psychology clinic. For the CSPC's full social media policy, please refer to the clinic handbook.

Policy Regarding AI Usage

Students are responsible for the content of ALL academic, clinical, and research work they submit. Any work supported by AI must be critically edited, reviewed, and appropriately attributed as part of the work. AI tools are not to be used to replace the student's own academic writing, clinical research and reasoning, or any research-related decision making. Students must consult with their faculty instructors and supervisors prior to using AI as a tool for any portion of their academic journey.

APA Policy on AI Use: <https://www.apa.org/topics/artificial-intelligence-machine-learning/ethical-guidance-ai-professional-practice>

Academic Use

AI tools should not be used in coursework, unless explicitly directed by the instructor of a course for learning opportunities. AI tools that can be used, with instructor or faculty advisor permission, include assistance in outlining templates, grammar checking, or reviewing APA formatting.

Students are prohibited from submitting AI-generated content as their own. If AI tools are used to assist with any portion of academic work, students are required to include a disclosure indicating when and how the tools were used. For example:

"Portions of this paper were assisted using ChatGPT on [DATE] for [REASON]."

The use of AI tools during in-class assessments or exams is not permitted unless explicitly approved by the instructor of a course. Using AI tools during in-class assignments or exams, including those completed off-campus, will result in disciplinary action, and, in some cases, expulsion from the University.

Research Use

Students may only use AI tools in their research with written permission from their faculty advisor. Appropriate uses include assistance in summarizing existing literature, grammar checking, or outlining ideas. AI tools are prohibited from being used to analyze data in any capacity, including the fabrication of results. Additionally, use of AI at any portion of the research process, including the writing of a student's thesis or dissertation, must be explicitly disclosed in writing.

Students should not enter identifiable or sensitive data into AI systems. Under no circumstances should students enter personal information about clients or research participants into AI systems. The majority of publicly available AI tools, such as ChatGPT, are not HIPPA or FERPA compliant, and the use of tools such as ChatGPT constitutes a serious breach of ethical and legal standards. AI tools are not to be used to draft psychological reports, clinical notes, treatment plans, or any portion of client or clinic-related material.

For the Counseling and School Psychology Clinic's AI policy, please see the CSPC Handbook.

Violations

Any misuse of AI tools will result in remediation and academic discipline. This includes dismissal from practicum and internship sites. Repeated violations, or violations with serious impact, may lead to dismissal from the program and the University.

Campus Resources

One of the most helpful and all-encompassing resources available to UNL Graduate Students is the Office of Graduate Studies' *Graduate Report*, which is sent to students via email every Wednesday. The Graduate Report is also available online and can be found on the Office of Graduate Studies' website: <https://graduate.unl.edu/>.

Additionally, the Department of Educational Psychology shares pertinent information in the *Weekly Wednesday* newsletter. The *Weekly Wednesday* is written by the graduate student coordinator and is sent to EDPS listservs every Wednesday. The Department of Educational Psychology uses the newsletter to share information regarding continuing education credits, available assistantships, events happening on campus and around Lincoln, Counseling and School Psychology Clinic updates, and more. Students are expected to read the *Weekly Wednesday* to remain updated on happenings in and around EDPS.

Campus Libraries

The University Libraries provides experts, services, and resources to support the teaching, research, and learning mission of the University. They offer a rich collection of online and printed materials, multimedia, and technology tools. Students can choose from a variety of spacious open study areas, reservable group study rooms, and individual pods and cubicles. Dunkin Donuts locations can be found both in the Adele Hall Learning Commons on City Campus, and the Dinsdale Family Learning Commons on East Campus.

Discover content via the UNL Libraries website at <https://libraries.unl.edu/>. Students, staff, and faculty can access a vast collection of online journals, e-books, databases, multimedia, and much more. The Libraries offer delivery and interlibrary loan services to facilitate access to materials from libraries around the world.

Librarians and research specialists are here to support you at all stages of your research, from strengthening your literature reviews, developing advanced search strategies, through finding the best information for your needs. They can also help you plan how you will gather, organize, document, access, share, and store your research data. The Library also offers a variety of reference management tools for your needs.

Library Locations:

Love Library: City Campus; main library

The Adele Coryell Hall Learning Commons: City Campus; linked to Love Library

The Dinsdale Family Learning Commons: East Campus

Architecture Library: City Campus; in Architecture Hall

Engineering Library: City Campus; in Kiewit Hall

Geology Library: City Campus; in Bessy Hall

Math Library: City Campus; Avery Hall

Music Library: City Campus; Westbrook Music Building

The hours for each library location can be viewed on the UNL Libraries website:

<https://libraries.unl.edu/>

The **Marvin & Virginia Schmid Law Library** is located on East Campus and serves the students, faculty, staff, and alumni of the University of Nebraska College of Law. They also serve the judiciary, the bar, and citizens of the state. Their website contains information for visiting the library to perform legal research and also provides ways to ask reference questions by phone or email. The Law Library helps inventors protect their intellectual property by hosting the state's only Patent and Trademark Resource Center. <https://law.unl.edu/library/>

Printing

Our printers and copiers within EDPS print in black and white. You are welcome to use the canon copiers in TEAC 114 for any teaching/research aids you may need, in addition to coursework. Our copiers are able to print from USB drives, as long as your file is saved as a PDF.

The University also offers cloud-based printing at their libraries and Pixel lab, which includes color printing services. More information can be found on ITS' website:

<https://nusupport.nebraska.edu/TDClient/33/Portal/Requests/ServiceDet?ID=59>

Color Printing

There are a limited number of approved items that can be printed in color. The Department of Educational Psychology is unable to provide standard color printing services to students. Please note that all color printing within EDPS requires pre-approval and is evaluated on a case-by-case basis.

Items that are eligible to print in color include: tools for research labs, updated room signage (graduate student offices, centers, etc.), class advertisements, and flyers for appropriate department and university events.

Students who wish to print materials in color must email their request to Jules Meyers and Zee Cronin with at least 48 hours' notice. Color printing requests for CSPC-related materials should be directed to Kellan Willet.

The Department is unable to print items such as the following: cards, certificates, homework, textbooks, individual research project flyers, and personal items.

Poster Printing at the Pixel Lab

Students who are first author on a poster presentation at a research conference can have standard-size (40" x 30") printed at the Pixel Lab at the Department's expense. Students must submit a request for approval to Dr. Swearer and Jules prior to ordering their poster.

Please send your poster via email to Dr. Swearer, and cc Jules Meyers **no less than 10 days prior to your intended “print by” date** for your poster. If approved, please work with Jules, who will provide you with information on how to submit your poster for printing. **You must submit your poster to the Pixel Lab with a minimum of 7 working days prior to your “print by” date.** If the Pixel Lab does not have enough time to print your poster, you will need to make alternative arrangements (i.e., Poster Ninja, FedEx, Canva, etc.).

The EDPS department will only pay for posters that are 40” x 30”. Students will have to pay the difference if they choose a different size or a fabric poster that is more expensive.

Note: be sure to submit your poster design to the Pixel Lab as a PDF. It is the student’s responsibility to be aware of the Pixel Lab’s guidelines established on their website for all project submissions. Website: <https://cehs.unl.edu/cehs/pixel-lab/>

Campus Facilities & Services

UNL Information Technology Services Office (ITS)

The University provides computing resources supported by Huskertech Help Centers: <https://nusupport.nebraska.edu/TDClient/33/Portal/Requests/ServiceDet?ID=111>

The Information Technology Support Help Desk aids with questions concerning computing at UNL. To request assistance from ITS, you must first open a ticket with their technicians by emailing your request to support@nebraska.edu. Assistance does not include writing or rewriting programs. For more information on computing services, you can call them at (402) 472-3970 or visit their website: <https://services.unl.edu/>

Pixel Lab

The Pixel Lab offers a wide variety of large-and small-format printing services to all UNL students, staff, faculty, as well as the public. Use their simple online order form or contact the Pixel Lab for printing copies, flyers, brochures, banners, research posters and more. Finishing services such as mounting, binding, and laminating are also available. Research posters can be printed in almost any size, up to 59 in. wide; however, there are limits on what the Department can pay for. For the department to cover poster costs, all posters **MUST** get pre-approval from Jules and the EDPS Chairperson. The Pixel Lab team is available to assist with your file support or technical needs when exporting files. Visit <https://cehs.unl.edu/cehs/pixel-lab/> to download free poster templates and find tips for printing your next project.

Pixel Lab Hours

Open Monday – Friday, 8 a.m. – 5 p.m.

Walk-In: 123 Henzlik Hall

Call: 402-472-2258

Email: pixel-lab@unl.edu

Web: <https://cehs.unl.edu/pixel-lab/>

National Center for Faculty Development and Diversity (NCFDD)

UNL is a member of the National Center for Faculty Development and Diversity (NCFDD; <https://www.ncfdd.org/>). As a member institution, all faculty, postdocs, and graduate students receive free membership and access to all training materials and webinars designed to aid professional development in higher education. Students should sign up on the website using their huskers.unl.edu email address. If you have any questions about this benefit, please contact Dr. Susan Swearer.

Health Services

The University Health Center is a comprehensive health care facility for UNL students located on campus at 550 N 19th St. All care is provided by Nebraska Medicine, the most esteemed academic health system in the region. Staff are licensed professionals who specialize in college health. They offer a variety of medical services, including illness and injury care, wellness services, physical therapy, immunizations, birth control prescriptions, nutrition counseling and several specialty services. The facility also has a full-service pharmacy that offers prescriptions and affordable over-the-counter products as well as a dental clinic that provides exams, cleanings, follow-up care and more. Appointments are required for most services and can be scheduled by calling 402-472-5000. Visit <https://health.unl.edu> to learn more about hours and services.

UNL offers a student health insurance plan called UnitedHealthcare Student Resources. This plan is separate from the health center and is managed by Student Accounts. UNL Student health insurance is available to all International Students, as well as Graduate Students holding an assistantship. UNL no longer offers voluntary health insurance for students. Learn more at <https://studentaccounts.unl.edu/student-health-insurance>

Counseling services are available through the Counseling and Psychological Services (CAPS) housed in the University Health Center. CAPS professional staff offer counseling in the areas of personal concern, anxiety and depression, life planning, relationships, eating disorders, communication skills, stress management, and others. Special workshops and support groups are offered throughout the year in these and other areas. As with appointments of a medical nature, scheduling can be made in person or by calling (402) 472-7450. CAPS also offers Grand Rounds presentations on timely and relevant professional issues and topics in psychology.

Academic-Work-Life Integration

The UNL campus houses and supports several entertainment opportunities, including those described below:

The Sheldon Memorial Art Gallery and Sculpture Garden, located in the SW corner of the City Campus, and the **Mary Riepma Ross Film Theater**, an integrated component of the Sheldon, provide the student with a variety of visual and cinematic art exhibits/productions. The Sheldon Art Gallery offers free admission, and The Ross hosts “Student Night” events, with films and popcorn for only \$5!

Information about the Sheldon can be found here: <https://sheldonartmuseum.org/>
Information about the Ross, including upcoming shows and showtimes, can be found here: <https://theross.org/>

The Lied Center of Performing Arts, located next to the Sheldon Memorial Art Gallery, serves as a focus for the performing arts in Nebraska. Completed in 1989, the Center provides an additional on-campus facility for student and campus organizations and for student and faculty performances. In addition, programs at the Lied Center are diverse, including speakers, Broadway shows and entertainers, concerts, dance, and theatre.

Ticket and tour information for the Lied Center can be found here: <https://www.liedcenter.org/>

The University of Nebraska State Museum, located in **Morrill Hall** (and often referred to as such) is located at 14th and U Streets and contains over 10 million specimens and houses interpretative displays of Nebraska's geologic, natural, and cultural history.

The Ralph Mueller Planetarium, also located in Morrill Hall, features sky shows and laser light shows.

The Lentz Center of Asian Culture, located in 329 Morrill Hall, is dedicated to the enrichment of knowledge and understanding of Asian art and culture. Through exhibitions of Asian Art and artifacts, presentations and cultural activities, the Center provides a unique opportunity for understanding the rich diversity and long history of Asian Cultures.

Visit Morrill Hall's website to learn more: <https://museum.unl.edu/>

Kimball Hall, located at 11th & R Streets, serves as the home for UNL School of Music's Concerts and Recitals by faculty, students, and guest artists.

The Temple Building has been the home of theatre at UNL since 1907. Temple houses all theatre classes as well as the administrative office and performance spaces of the Department of Theatre Arts and Dance. It is located across the street from the Lied Center.

The Devaney Sports Center is a multi-sport complex for the Nebraska Cornhuskers, and hosts performances by national recording artists.

The Culture Center, 333 N. 16th Street, promotes ethnic traditions and serves as a meeting and activities center for all students, with special emphasis on American ethnic minority students. The Culture Center seeks to meet the particular educational, cultural, and social needs of ethnic minority students and their student organizations.

The UNL Television, KUON-TV, operates from one of the nation's finest telecommunications facilities—the Terry M. Carpenter Nebraska Educational Telecommunications Center located on the East Campus. KUON is recognized nationally for its quality programs and is the principal

production agency for the statewide Nebraska Educational Television Network (NETV, Channel 12).

The Nebraska Union is located on the City Campus and offers study and television lounges, offices for student organizations, meeting rooms, dining areas with complete food services, a bakery, a bank, a game room, copy center services, a coffee shop, the Photo ID/NCard Office [(402) 472-7331], and the University Bookstore [(402) 472-7300]. Additionally, the Union is used for several lectures, music, and art presentations throughout the academic year.

UNL Campus Recreation has three locations: the Campus Recreation Center (CREC 841 N 14th St.) on City Campus, the Recreation & Wellness Center (RWC 1717 N 35th St.) on East Campus, and the Outdoor Adventures Center (OAC 930 N 14th St.) located on City Campus. Campus Recreation offers opportunities for students to exercise, utilize wellness programs, play sports, participate in clubs, climb, and explore the outdoors. For more information, visit <https://crec.unl.edu/visit-campus-recreation> or call 402-472-3467.

Career Services provides a wide range of assistance to students, alumni, faculty, and employees who wish to access information and services for career decision-making or job search assistance. Services include resume referral and advising services for students seeking part-time and summer employment, federal work study, or internship/co-op positions. Also available are a career resource library, career assessments, career counseling, resume development assistance, career information, job hunting services, campus interviews, resume referrals, and testing services. <https://careers.unl.edu>

The Gender and Sexuality Center (GSC) works collaboratively to provide education, resources, outreach, and advocacy to develop academic and personal success, community, and leadership opportunities. The Center's vision is to help build and sustain a socially just campus community that is welcoming and inclusive of all people of all sexual orientations, gender identities, and expressions. The GSC is located in rooms 340, 345, & 346 on the top floor of the Nebraska Union. <https://gsc.unl.edu/>

The **Services for Students with Disabilities (SSD)** is located in 117 Louise Pound Hall. The University of Nebraska–Lincoln is committed to ensuring equal access to curricular and co-curricular opportunities for students with disabilities. Providing a range of services, SSD implements reasonable accommodations for students with disabilities and offers students the opportunity to contribute and participate in the diverse campus experience at UN. <https://www.unl.edu/ssd>.

The **Center for Advocacy, Response, & Education (CARE)** is a confidential and supportive resource for victims/survivors of interpersonal violence and other crimes. CARE provides advocacy and support for students, faculty, and staff who have experienced sexual assault, domestic/dating violence, stalking, harassment, and other crimes. Their advocates help individuals navigate campus and community resources. <https://care.unl.edu>.

Student Organizations. More than 300 recognized student organizations are on the University of Nebraska–Lincoln campus. The term "recognized" means the organization has a faculty or staff adviser, a constitution approved by the Association of Students of the University of Nebraska (ASUN—our student government, located at 200 Nebraska Union, (402) 472-8921), and privileges such as facility reservations and insurance coverage provided by the University. Some of the organizations that may be of interest to you include: The Mexican American Student Association (MASA); the African Peoples Union (APU); Women in Communication, Inc.; the International Student Organization; Amnesty International-Campus Group; and Nebraskans for Peace. A complete listing of student organizations is found in the Guide to Student Organizations published by the Office for Student Involvement, 200 Nebraska Union; (402) 472-2454. The Office of Student Involvement also serves as the "central" office for all areas of student involvement, including ethnic minority programs. These campus programs include both entertainment and seminars/workshops, volunteerism and community service, and student organizations and leadership programs. Additionally, the Women's Center and the Jackie Gaughan Multicultural Center operate under the Office of Student Involvement. Website: <https://involved.unl.edu/>

Appendices

- A. Enrollment Verification/Changes Process
- B. Residency Procedures
- C. Appeal of Grades in Graduate-Level Courses
- D. Probation and Dismissal Procedures of Students (PhD, EdS, MA)
- E. Evaluation Expectations for EDPS Graduate Assistants
- F. Course Evaluation Guidelines
- G. Supervisory Chair Back-up Policy

Appendix A

Enrollment Verification/Changes Process

An Enrollment Verification is an official document that provides the enrollment status, number of credits enrolled, and any degrees earned within a specific period of attendance. **This document does not include individual courses or grade information and cannot be used in place of an official academic transcript.** An enrollment verification is typically requested for verification of a student's status for purposes such as scholarship applications, loan deferment, insurance applications, or other processes where student enrollment status is a factor.

<https://huskerhub.unl.edu/student-enrollment/verification/>

How to request an Electronic Enrollment Verification:

Current Students

1. Log in to [MyRED](#).
2. Select "Order Official Verification" from the "Academics" tab.
3. You'll be redirected to the National Student Clearinghouse portal. Select "Order Transcript(s)" and input your information.
4. Choose your recipient. If you wish to input a specific email, select "Employer or Other" from the drop-down menu and enter their name.
5. On the "Processing Details" page, use the "What type of transcript do you want?" drop-down menu to select one of the following:
 1. **Enrollment Verification:** Includes a history of your enrollment and programs here at UNL.
 2. **Enrollment Verification with GPA:** For undergraduate students, this includes a history of your enrollment, programs and cumulative GPA.
 1. Graduate students do not have official GPAs. For more information, contact [Graduate Studies](#).
 3. **Degree Verification:** For those who have been recently awarded a degree from UNL, this includes the degree name, majors, conferral date and any minors, endorsements, specializations, etc.
 4. **Degree Verification with GPA:** For undergraduate students, this includes the same information as the Degree Verification document, in addition to the Degree GPA.
 1. Graduate students do not have official GPAs. For more information, contact [Graduate Studies](#).
6. Upload any attachments you would like to have sent with your order (optional).
7. Confirm recipient information and add your order to your cart.
8. Review your order. Once it is submitted, it cannot be changed.
9. Add more items or go to checkout. The cost for verifications is \$3.

Appendix B

Residency Procedures

Residency, as it relates to tuition, differs from establishing residency for other purposes. As a state institution, the University of Nebraska must abide by Nebraska State Legislature policy as determined by the University of Nebraska, Board of Regents ([B.R.-5.7.1](#)). These regulations provide the basis upon which University staff shall determine whether an individual qualifies as a Nebraska resident for tuition purposes. In some instances, it may be possible that an individual may qualify as a “resident” of Nebraska for one purpose (such as securing a Nebraska driver’s license) and still not meet the standards established by the Board of Regents for in-state resident status.

Residency Categories can be found here: <https://graduate.unl.edu/admissions/residency>

Residency Application Process

Completed residency applications and all supporting documentation should be submitted as soon as possible, but no later than the dates below.

1. Review the [Residency Categories below](#) and identify the category in which you qualify.
2. Gather the documents required for your category, including the notarized [Affidavit of Intent](#), in an electronic format such as PDF.
3. Go to the Residency Application form in [MyRED](#) under Profile. Submit the form with all required documentation prior to the deadline:
 1. **Fall Term: October 1st**
 2. **Spring Term: March 1st**
 3. **Summer Term: July 1st**
4. Notifications about decisions or missing documentation will be sent to your @huskers.unl.edu email. Applications still missing items 60 days after submission will be voided. Applications will be reviewed once all supporting documentation has been received. Applicants will be notified of a decision within 10 to 14 business days of submission of a complete application.
5. At any time prior to a decision, the applicant is responsible for any tuition payments due or late fees that may accrue.
6. Appeals: Individuals who believe they have incorrectly been denied residency for tuition purposes may submit a letter of appeal along with any additional documentation to the Assistant Dean for Graduate Enrollment.

Documentation

All applications must include a notarized [Affidavit of Intent](#) plus documents specific to the chosen category as described below. The University reserves the right to request additional documentation. For all documents, provide legible electronic copies. Submission of required documents does not guarantee that residency for tuition purposes will be granted. Please redact all social security numbers before submitting documentation.

Appendix C

Appeal of Grades in Graduate-level Courses

Source: UNL Graduate & Professional Catalog: <https://catalog.unl.edu/graduate-professional/policies/grades/>

Appeal of grades in graduate-level courses shall be made through the graduate student grade appeal procedures for the campus through which the grade was awarded.

- Students who believe their evaluation in a course has been prejudiced or capricious must first attempt to resolve the matter with the **Course Instructor** within 30 days of the posting of the grade report by the Office of the University Registrar.
- If unsuccessful, the student may then file a written appeal to the **Graduate Chair** for consideration by the Graduate Committee responsible for the administration of the course. This appeal must be filed within 60 days of the posting of the grade report by the Office of the University Registrar. If the department does not have a graduate program, the standing grade appeal committee of the department would consider the appeal. The student and instructor shall present a written determination of the appeal.
- If the matter is unduly delayed or not resolved, the student may present the original appeal documentation to the **Dean of Graduate Education** who shall request a review by a subcommittee of the Graduate Council. A final appeal may be made to the full Graduate Council if it agrees to hear the case. Since awarding grades in courses occur at the individual campus level, the decision of the Graduate Council shall be final and is not subject to further appeal beyond the campus.
- If the instructor's grade is overturned, the instructor of record has the right to appeal, in writing, at the same successive levels of review.

Appendix D

Probation & Dismissal Procedures of Students (PhD, EdS, MA)

Basis for Taking Action

Graduate students at UNL are expected to maintain a high level of achievement in their graduate studies and to adhere to the Student Code of Conduct and all relevant policies. Accordingly, UNL reserves the right to act with respect to any graduate student who fails to maintain satisfactory progress or who violates any provision of the Student Code of Conduct or relevant policy. Such action may include, without limitation, placing the student on academic probation, suspending or terminating the student from a degree or certificate program, or precluding the student from pursuing any further graduate studies at UNL.

Academic action may be taken against a graduate student based on any of the following:

1. Violation of the [Student Code of Conduct](#) or any other UNL, college or departmental policy. A violation of the Student Code of Conduct may be used as a basis for terminating a student from a program only after the violation has been reported and properly confirmed;
2. Unsatisfactory academic performance, including failing to satisfy UNL's [Scholastic Grade Requirements](#); failing to pass qualifying examinations, preliminary examinations, comprehensive examinations, or final degree examinations; failing to master the methodology and content of one's field in a manner that is sufficient to successfully complete a thesis or dissertation; or
3. Failing to satisfy the requirements for the removal of probationary status or conditional admission.

Graduate Committees may adopt and impose additional conditions under which a graduate student may be subject to academic action, provided that such conditions are approved in advance by the Dean for Graduate Studies and are communicated in writing to all students who are subjected to those conditions. Graduate programs shall include any additional conditions in the program's governance documents.

A graduate student who is terminated from one degree or certificate program may apply to a different degree or certificate program, except when the termination is based on a violation of the Student Code of Conduct or when the student is precluded from pursuing any further graduate studies at UNL.

Procedure for Academic Action

A recommendation to place a student on probation will be shared with the student and forwarded to the Dean for Graduate Studies, who will be responsible for making the final decision on the recommendation. Conditions of the probation will be communicated to the student in writing by the Dean for Graduate Studies.

A recommendation to terminate a student's degree or certificate program or preclude the student from pursuing any further graduate studies at UNL will be addressed in the following manner:

1. The Graduate Committee Chair will promptly inform the student in writing of the recommendation, the reason(s) given for the recommendation, and the name of the individual(s) making the recommendation.
2. The Graduate Committee Chair will provide the student with the opportunity to confer directly with the individual(s) making the recommendation through an in-person meeting or a telephone or video conference. *The student will receive at least one week of advance notice of this meeting or conference.*
3. The student will be granted the opportunity to respond to the recommendation verbally, in writing, or both, which will be documented and taken into consideration by the Graduate Committee Chair. The Graduate Committee Chair will consider any extenuating circumstances communicated by the student and will seek to determine whether the matter can be resolved.
4. After considering the student's response, if the decision is made to proceed with the recommendation to terminate the student's program or preclude the student from pursuing any further graduate studies, the Graduate Committee Chair will inform both the student and the Dean for Graduate Studies of that decision in writing.
5. The Dean for Graduate Studies will investigate the matter and decide whether to proceed with terminating the student from a program or precluding that student from pursuing any further graduate studies at UNL.
6. If the Dean for Graduate Studies decides to proceed with terminating the student from a program or precluding that student from pursuing any further graduate studies at UNL, the Dean will inform the student of that decision in writing and advise the student of the right to appeal the decision.

Appeal of Academic Action

A graduate student who is terminated from a program or is precluded from pursuing further graduate studies because of a decision rendered by the Dean for Graduate Studies may appeal that decision to the UNL Graduate Council, which will serve as the appeals board.

1. To initiate an appeal, the student must submit a written request for an appeal to the Dean for Graduate Studies, who will act as the chair of the UNL Graduate Council, within thirty (30) calendar days after receiving the Dean's decision. Although the Dean for Graduate Studies serves as the chair of the UNL Graduate Council, the Dean will not participate in deliberations leading to, nor vote on, the appeal decision of the UNL Graduate Council.
2. The affected student is responsible for submitting all information that the student wants the UNL Graduate Council to consider as part of the appeal. The written appeal must include the following:
 - a. A full description of the basis on which the student is bringing the appeal;
 - b. A full description of the remedy being sought by the student; and

- c. Copies of all documentation supporting the student's appeal.
3. After taking into consideration all information and documentation submitted by the student in conjunction with the appeal and taking into consideration the letter(s) recommending probation or termination, the UNL Graduate Council will render its decision. That decision will be communicated in writing to the student, the individual(s) who made the initial recommendation, and the Graduate Committee overseeing the student's graduate program. In most cases, this decision will serve as the final decision.

Appeals to the Executive Graduate Council

In most cases, the decision of the UNL Graduate Council will be final. Only under special circumstances will the Executive Graduate Council hear an appeal from the decision of the UNL Graduate Council.

1. There is no absolute right of appeal to the Executive Graduate Council. The Executive Graduate Council will accept appeals only in those cases where in the exercise of its sole discretion it shall first find that one or more of the following grounds for accepting the appeal exist:
 - a. That the UNL Graduate Council has violated some element of fair procedure (example: has failed to allow the parties concerned to present their cases fully to the UNL Graduate Council);
 - b. That the UNL Graduate Council has failed to examine or give adequate weight to important evidence relevant to one party's position;
 - c. That the UNL Graduate Council has given undue weight to evidence not pertinent to the case; or
 - d. That some gross miscarriage of justice would be perpetrated if the decision of the UNL Graduate Council is allowed to stand.

A decision by the Executive Graduate Council not to accept jurisdiction of an appeal shall be final and is not subject to further appeal.

1. Appeals to the Executive Graduate Council must be made in writing and must specifically outline the grounds for the appeal. Such appeal must be made within twenty (20) working days of the day the decision of the campus Graduate Council is received (working days shall not include those days the University is not in session).
2. The Executive Graduate Council must decide to hear the appeal or not to hear the appeal within thirty (30) working days after receipt of the appeal. Acceptance or denial of jurisdiction over the appeal will be made in writing.
3. The decision of the Executive Graduate Council on the merits of the case will be made and transmitted to the concerned parties within forty (40) working days after the decision to hear the appeal.
4. No person who was a member of the department or UNL Graduate Council involved in the case will be eligible to participate in the decisions of the Executive Graduate Council either to decide whether the case should be heard or to decide the merits of the case.

Appendix E

Evaluation Expectations for EDPS Graduate Assistants

Students within the Department of Educational Psychology may be hired as a Graduate Assistant within the department. Graduate Teaching Assistants (GTAs) are responsible for the instruction of course materials as assigned by their supervisor and Department Chairperson. Graduate Research Assistants (GRAs) report directly to their faculty supervisor and aid in research, writing, and other tasks associated with faculty research efforts.

Evaluation Process

Graduate students employed within the Department of Educational Psychology as a Graduate Assistant (GA) are expected to complete a self-evaluation with their supervisor each semester. Students should first fill out **THE EDPS GA EVALUATION FORM** and send it to their supervisor for review. Then, the student must collaborate with their supervisor to schedule a time to meet and review their self-evaluations. Reviews should be completed no sooner than ½ way through the semester (7 weeks) and no later than the last day of classes each semester. At the meeting, students and their supervisors will review the evaluation form, the supervisor will circle a ranking, and both parties will sign the document. Then, the student must route their signed form through DocuSign to obtain signatures from the Department Chairperson and their Academic Advisor. Once complete, students must email their signed review to Jules at jmeyers19@unl.edu **no later than the Wednesday of final exam week that given semester.**

Failure for Graduate Assistants to submit their review by the deadline may impact their ability to receive future assistantships within EDPS.

Steps Outlining the EDPS GA Evaluation Process

1. The student fills out the EDPS GA EVALUATION FORM, which is available on the EDPS website: <https://cehs.unl.edu/edpsych/current-student-support/>
2. Once the student has completed their form, they must email their evaluation to their supervisor and schedule a time to meet to review their self-evaluation.
 - a) NOTE: reviews are to be completed **no sooner than ½ way through the semester (7 weeks) and no later than the last day of classes each semester.**
3. At the meeting, students and their supervisors will review the evaluation form. The advisor circles a ranking for the student's performance. Then, both parties sign the evaluation form.
4. Once the student and their supervisor have signed the evaluation form, the student must route the signed form through DocuSign to obtain signatures from the Department Chairperson and their Academic Advisor.
5. Once all signatures have been obtained, a student must email their form to Jules at jmeyers19@unl.edu **no later than the Wednesday of final exam week that given semester.** Failure for Graduate Assistants to submit their review by the deadline may impact their ability to receive future assistantships with EDPS.

Appendix F

Course Evaluation Guidelines

The University of Nebraska-Lincoln has implemented a common Student Learning Experience Survey (i.e., course evaluation) across all colleges for undergraduate and graduate coursework. The survey is administered through Watermark Course Evaluations & Surveys, an online course evaluation software tool, and consists of a common set of core questions. Evaluations are required to be collected by all students on a Teaching Assistantship.

Please refer to the following website for guidelines regarding Course Evaluation Surveys:
<https://executivevc.unl.edu/academic-excellence/teaching-resources/course-evaluations/>

For any questions, please email Zee Cronin.

Appendix G

Supervisory Chair Back-up Policy

Changes may be made to a Supervisory Committee any time prior to the submission of the Application for Final Oral Exam using a change request form as described in the [Doctoral Milestones](#).

If the Supervisory Committee Chair leaves the employ of the University, or retires or is otherwise unable to serve on the Committee, Graduate Studies must be notified immediately and a change in the Committee made as follows:

- If the student has achieved Candidacy, the former chair who has left may continue to serve as co-chair of the Supervisory Committee, with approval of the departmental Graduate Committee and the Dean for Graduate Studies. A second co-chair must be appointed who is a resident Graduate Faculty member.
- If the student has not achieved Candidacy, a new chair of the Supervisory Committee who is a resident Graduate Faculty member must be appointed immediately, with the agreement of the departmental/school Graduate Program Committee and the Dean for Graduate Studies.

If a member other than the Chair leaves the employment of the University or retires, a replacement should be appointed who is a resident graduate faculty member. When continuing expertise is needed and the faculty member is willing to continue serving, he/she may continue as a member of the Supervisory Committee, with the approval of the Supervisory Committee Chair and the concurrence of the Dean for Graduate Studies.