



Master of Science Program
Psychology (Online)

Program Handbook

Spring 2021

Updated March 2021



Welcome to Arizona State University's Master of Science program in Psychology (Online). We have designed this program to give our students a strong, theory-based foundation in the modern field of psychology. Our program emphasizes quantitative methodology, statistical analysis, and professional development. We further offer a variety of seminar courses on a wide range of psychology topics. Many other of our students are looking for non-academic careers in government, education, behavioral health, and marketing. **PLEASE NOTE: This program does not provide hands-on research experience and it is not a pre-doctoral program.**

This program requires 36 credit hours of coursework, including a capstone course. The program can be completed in as little as 12 months or at your own pace.

Arizona State University comprises sixteen colleges and schools spread across four campuses in the Phoenix, Arizona metropolitan area. The MS program in psychology is offered by the School of Social and Behavioral Sciences, which is part of the New College of Interdisciplinary Arts and Sciences, and is housed on ASU's [West Campus](#) in Phoenix, AZ.

If you have any questions about our Online MS Psychology program, feel free to contact ncgradonline@asu.edu.

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Admissions

Admission to the MS program is offered for the Fall Semester - Session A (August), Spring Semester - Session A (January), and Summer Semester – Session A (May).

This program uses a rolling admission deadline and admissions decisions are typically made within two weeks of files being completed within an active review period. The deadline listed represents the date on which all application materials must be received and processed by Arizona State University. Prospective students are strongly encouraged to initiate and complete the application at least one month before the listed deadline. ASU Graduate Admissions establishes separate deadlines that impact late fees. For more information please visit: <https://students.asu.edu/graduate/apply>.

Application Materials

Applicants must fulfill the requirements of both the Graduate College and the New College of Interdisciplinary Arts and Sciences.

Applicants are eligible to apply to the program if they have earned a bachelor's or master's degree, in any field, from a regionally accredited institution.

ASU has a general 3.0 GPA requirement, particularly for the last two years / 60 credits of undergraduate study. Generally, applicants with cumulative GPAs below 2.5 cannot be admitted to ASU graduate schools. From 2.5-3.0, we will examine the applicant's transcripts to see whether more recent courses have a higher GPA. If a student's grades are on an upward trend, we will be more likely to accept.

It is strongly recommended that students who apply have an undergraduate research methods *and* statistics course in a social science field. If a student has one, but not the other, they may be admitted under provisional requirements.

All applicants must submit:

1. Graduate admission application and application fee
2. Official transcripts
3. Statement of purpose
4. Two letters of recommendation
5. Proof of English proficiency

For students applying to the Capstone Course option offered in the online delivery of the program, submission of GRE scores is recommended, but not required.

Application Deadlines

For information related to application and admission deadlines, please review this [chart](#).

Tuition Costs and Financial Aid

Tuition is set by ASU and the Arizona Board of Regents every year. The most up to date tuition and fees are available by [clicking here](#). You can use the interactive calculator on this site to determine information regarding your cost of attendance.

Course Assistant Positions: The primary way that our students are funded is through Course Assistant (CA) positions. These positions typically assist with undergraduate courses that are offered online. Courses are typically half-semester (7.5 weeks at 20 hours per week) and a few are full semester (15 weeks at 10 hours per week), and CAs are paid a flat \$2,500 stipend for each course. Calls for applications will be sent out via email prior to the start of each session. Although these positions are not guaranteed, most students who desire to serve as a CA have done so in one or more classes per year.

Curriculum and Graduation Requirements

General Curriculum

Required Courses (9 credits):

- Professional Issues (3 credits)
- Quantitative Analysis I (3 credits, covers ANOVA and group-based research design)
- Research Methods (3 credits, covers basic experimental and field design)

Elective Courses (24 credits if admitted Fall 2018 or later; 21 credits if admitted prior to Fall 2018)

- Elective courses are offered on a rotating basis by MS Psychology program faculty. Recent examples include *Advanced Social Psychology*, *Advanced Cognitive Psychology*, *Advanced Positive Psychology*, *Advanced Developmental Psychology*, *School Psychology*, and *Psychology of Mindfulness*. Courses offered by non-MS Psychology program faculty (e.g., online courses from other ASU units or departments) must be approved in advance by the Director of the MS Psychology Program. In addition, up to 6 credits of 400-level online Psychology coursework may be applied toward the MS degree.

Culminating Experience (3 credits)

Students admitted in Fall 2018 or later will complete a required capstone experience course (PSY 553) and must pass with a grade of a “B”, or better, to successfully complete the program and graduate. For those admitted prior to Fall 2018, PSY 590 is required for preparation for the final written comprehensive exam, which must be successfully passed with a grade of a “B”, or better, to successfully complete the program and graduate. The culminating experience must be completed during a student’s last semester of study. Students must meet the following criteria to be eligible to enroll in and complete their culminating experience:

1. Up to date iPOS on file
2. Graduate GPA, Cumulative GPA, iPOS GPA must all be at 3.00
3. All Core PSY courses must be completed prior to enrollment override of the culminating experience
4. Students can take ONE PSY elective with their culminating experience

Program of Study

After completion of 50% of the credit hours needed to complete this degree you will be required to submit an online interactive Program of Study (iPOS). The iPOS is a list of courses that you have taken and will take to satisfy all degree requirements to earn your MS Psychology degree. The iPOS is submitted online via MyASU. For support filing your iPOS, please visit [here](#). After you submit your iPOS, the Graduate Advisor and Program Director will review the courses. You can track the approval process online through your MyASU account. If you need to make changes after the iPOS is submitted and approved, it can be modified at any time.

When we evaluate your iPOS, we will look to see that you have met the program requirements listed in the advising check sheet (page 7). Prior to submitting your iPOS please make sure that it meets the following requirements:

1. No more than 6 credits of 400-level online Psychology coursework may be applied toward the MS degree
2. All 9 credits of core coursework are included
3. For the culminating experience, student will choose PSY 590 (admitted prior to Fall 2018) or PSY 553 (admitted Fall 2018 or later)
4. Choose your program director as your chair: **Dr. Kristin Mickelson**

All courses that appear on your iPOS are applied toward your MS degree and are ineligible to be applied toward a future graduate degree. As such, we recommend listing only 36 credits (or 33 credits if admitted prior to Fall 2018) required for the MS degree on your iPOS. Any additional/excess credits you have earned could theoretically be used toward a different degree program at ASU.

Curriculum Checklists

For curriculum checklists for your start term, please visit this [website](#).

Advising and Student Progress

Students are responsible for keeping track of their academic progress and making decisions with regard to which classes to take. However, we do have a dedicated Graduate Academic Advisors who are available to answer questions and to help you achieve your academic goals.

We have established an advising website that provides information about course offerings, policies, and additional resources for online students. To access this website please [click here](#).

If you have questions after reviewing this handbook, the ASU Graduate College Policies and Procedures, and the advising website, please reach out to our team at ncgradonline@asu.edu.

Each semester, one of our Graduate Academic Advisors will review your academic record. You may be put on academic probation or recommended for dismissal for poor academic performance, failure to meet ASU Graduate College policies or deadlines, or for a failure to demonstrate professional behavior or ethical violations.

Course Selection & Registration

It is recommended that you keep a copy of the advising check list on the advising website easily accessible and review it as you register for courses each semester.

Upon admission each student is provided with a recommended course sequence to complete the program in 12, 18 months, or 24 months. We strongly encourage you to follow this course sequence and communicate with an academic advisor if you plan to make any changes to the recommended sequence.

Each semester you will register for classes electronically via MyASU. You can view the schedule of classes online [here](#). To find out when classes are available and when you must register please visit the [ASU Academic Calendar](#).

Graduate students are required to maintain continuous enrollment. This means that you must be enrolled in a minimum of one credit hour of graduate level coursework each fall and spring semester. Read the full policy on page 11 of the [Graduate College Policy Manual](#).

Transferring Between Online and Ground MS Psychology

A ground MS student who chooses to transfer to the online MS program needs to discuss this decision with his/her advisor and the Program Director in order to review its potential professional and economic implications.

In order to change the program, the ground MS Psychology student can change the program internally through their MyASU account. There is a \$30 program change fee required by the Graduate College. Students are allowed one change per application with no time limit, as long as the student never deferred his/her original offer of admission. This is considered a plan change within ORG (i.e., CSOC&BEH). Preadmission rules are relaxed for this type of change.

Campus transfers are allowed from ground to online, **BUT not online to ground**. If a student seeks to transfer from the online to the ground MS Psychology program, the student would require a new application (as the requirements for the application and admission are different).

In terms of course credit transfers, *ground MS students who transfer to the online MS program* will be allowed to transfer a maximum of 12 course credits, with the exception of Research (PSY 592), Applied Project (PSY 593), and Thesis (PSY 599). Additionally, although students who transfer may want to continue doing research with their former ground advisor, they cannot receive course credit for it in the online MS program as research is not a part of the curriculum.

In terms of course credit transfers *from the MS online program to the MS ground program*, a maximum of 9 elective credit hours of coursework from the MS online program can transfer to the MS ground program. PSY 500 and PSY 515 will not be transferable and the student will need to retake PSY 500 and PSY 515 in the ground modality.

Finally, students must be continuously enrolled in the MS Psychology program (either ground or online) until they graduate. Thus, if no courses are offered for the student's Plan of Study (POS) the semester after their program change (not including summer), they will need to enroll in one credit to have continuous enrollment.

University Resources

There are a number of resources available in the program and through the university.

New College/West Campus - Academic

- [Fletcher Library](#)
- [Graduate Writing Center](#) – in-person (all campuses) and online writing assistance and tutoring
- [Career & Professional Development Services](#) – resource for finding jobs and internships, career advising, and more; online services available

MS Psychology/School of Social & Behavioral Sciences

- [SAM Lab](#) – resource for receiving assistance for statistics and methodology courses and research; in-person (West campus), online, and phone appointments available

University Services

- Student support services (e.g., [International Student Services](#), [Housing](#), [Health](#), [Counseling](#), [Disability Resources](#), [Veterans](#), [Graduate and Professional Student Association](#)).
- Business and Finance services (e.g., [parking and transit](#), [student accounts](#), [ID cards](#)).
- Contact information (e.g., [Provost's Office](#), [Graduate College](#), [GPSA Outreach](#), [IT Help Office](#), department's assigned librarian, [emergency services](#)).
- [Graduate Wellness Resources](#)
- [10 Best Practices in Graduate Student Well-Being](#)

ASU Library

- ASU Library now has an online tutorial version of "Library 501: What Grad Students Need to Know about the Library" workshop available for online students and anyone else for whom it might be useful. The Library 501 tutorial can be found on our tutorials page: <https://lib.asu.edu/tutorials> or at bit.ly/Library501Tutorial
- Student can see the full slate of workshop offerings here: libguides.asu.edu/grad/workshops
- Resources for ASU Online students through the ASU Library are available [here](#).

360 Life Services

- ASU Online students have access to a resource called 360 Life Services. This resource gives students access to experts who can answer financial questions, provide legal advice, offer clinical or personal care, and provide career advice 24/7. You can find this resource by doing the following:

Go to your My ASU > Resources > Student Success and Support > 360 Life Services

ASU Graduate College Policies

Being a part of ASU means that all students, regardless of program, are held to the same high standards of academic integrity and excellence. It is important that all students familiarize themselves with these policies; these policies are outlined at the following website: <https://graduate.asu.edu/current-students/policies-forms-and-deadlines/policy-manuals>.

Satisfactory Academic Progress Policy

All graduate students are expected to make systematic progress toward completion of their degree. Students are responsible for verifying and tracking satisfactory progress policies as required by their degree program and the Graduate College. If a student fails to satisfy the requirements, the student may be dismissed from his/her program based on the academic unit's recommendation to the Graduate College. These policies are detailed on the university's Graduate College's website: <https://graduate.asu.edu/current-students/policies-forms-and-deadlines>.

The MS Program also follows the New College of Interdisciplinary Arts & Sciences Satisfactory Academic Progress Policy. The current policy can be found at: https://newcollege.asu.edu/sites/default/files/advising/documents/nc-satisfactoryacademicprogresspolicy_fall_2019_0.pdf

Additionally, students must achieve a grade of "B-" or higher in all *required courses* that appear on the approved Plan of Study and capstone course (required courses are listed in the [ASU Academic Catalog](#)). A student who receives a grade of C or lower in a core course in their program must repeat the course in a regularly scheduled (not an individualized instruction) class. Although only the "B-" or higher can be included on the iPOS GPA, both grades will be used to compute the Cumulative GPA and the Overall Graduate GPA.

- a. Required Psychology Courses (Online) (PSY 500, PSY 502, PSY 515)

Student Code of Conduct

All students are expected to adhere to the Arizona Board of Regents Student Code of Conduct and university policies and procedures: <https://eoss.asu.edu/dos/srr/codeofconduct>

Students are expected to regularly check their ASU email accounts for messages from the university and New College. Students also are expected to regularly check their MyASU priority tasks for messages and holds from the university. Students are responsible for managing their tuition payments, finances and tracking university academic calendar deadlines.

Academic Integrity

New College and the MS Psychology program has a zero tolerance policy toward academic dishonesty that is enforced within every course and educational activity offered or sanctioned by the school. Any allegation of academic dishonesty will be referred to the school's [Office of Student Rights and Responsibilities](#) for review and recommendation to the Dean of the school. If any student is found to have engaged in academic dishonesty in any form – including but not limited to cheating, plagiarizing and fabricating – that student shall receive a grade of XE for the class and will be dismissed from the school. There will be no exceptions. Please refer to the [University's Academic Integrity Policy](#) for the full policy.

International students who violate academic integrity policies may be dismissed immediately. Being withdrawn from a degree program can have immediate consequences regarding visa status, and dismissed students are required to leave the country immediately per immigration and visa rules.

At the beginning of every MS Psychology class, each student will be given a copy of the full academic integrity policy, along with accompanying information on plagiarism in their course syllabus. More detailed guidance on how to avoid plagiarism and fabrication, can be found at: <https://ori.hhs.gov/avoiding-plagiarism-self-plagiarism-and-other-questionable-writing-practices-guide-ethical-writing>

Professional Ethics

In addition to academic integrity commitments, students in MS Psychology program must abide by the highest levels of psychological ethics. This includes following the core principles of the [APA Code of Ethics](#), including conducting research ethically and independently, privacy and confidentiality, and record keeping.

MyASU Portal

On your MyASU portal you will find information about your courses, transcripts, transportation, student success and support, finances, university policies and the academic calendar. Please take time to familiarize yourself with these areas:

Profile: Update your address, phone number, email information, or add guests, such as a parent, so they can look FERPA-protected information including grades.

My Classes: Click on the name of each course to access the corresponding Blackboard content. This is where you will see the syllabus, find links to readings and submit assignments. Take a few minutes to familiarize yourself with the structure of each course.

Final Transcript: If you sent in a transcript for admission to the program before you graduated, send your final transcript with your degree posted.

Academic Integrity Module: ASU Graduate College module reviewing academic integrity expectations. Please complete as soon as possible. Please note, this module explains the university-wide policy. The New College academic integrity policy includes additions specific to our students. Please be familiar with both policies.

Academic Calendar (bottom right box): This has important dates you need to monitor, including when classes begin, last day to register or drop/add classes, tuition and fee payment deadlines, holidays, withdrawal deadlines, schedule of classes available and when to enroll.

Campus Services: This includes Health and Wellness Resources, such as health insurance, counseling, disability services; Transportation, such as parking permits, METRO Light Rail, U- Pass and campus shuttles; Student Success and Support, such as disability services, tutoring and student success centers; and Job & Career Services. Please note these job resources are university-wide and not specific to the MS Psychology program.

Funding for Travel and Research

Although you do not have the opportunity to engage in research in this program, some online students may have the opportunity to present research (they are doing on their own with affiliated program faculty or faculty at other universities) at national and international academic conferences. Additionally, although this program is not designed to aid your admission to doctoral programs, if you apply and receive an interview, you may be able to apply funds towards travel expenses for doctoral program interviews. As with the other funding requests, the Program Director must approve this request.

The MS Psychology program makes available approximately \$750 in travel and poster printing funding to each student, to be used over the course of their time in the program (not to exceed three years). These funds can be used in a one-year timespan or the student can choose to split it up over the duration that they are in the program. Please complete the appropriate **TRAVEL FUNDING** form on our website and submit to the MS Psych Director (kmickel1@asu.edu) – [Travel Funding Request Form](#)