

Erikson Institute

Graduate School in Child Development

2024–25 Program Book

PhD Child Development

Contents

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This program-specific PhD Program Book is an accompaniment to Erikson's Student Handbook which outlines the policies, procedures, and resources applicable to all Erikson students.

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Admission requirements

Candidates interested in applying to the PhD program in child development submit only one application to Erikson and if admitted, will receive admission to Loyola University Chicago as well. Please follow instructions and read e-mails from both universities.

All applicants must have a master's degree from an accredited institution of higher education in a field related to child development, such as education, social work or psychology, with a minimum cumulative grade point average of 3.0 on a 4.0 scale. Applicants will be selected on the basis of their prior academic performance, the fit with faculty interests, and evidence of intellectual curiosity.

Candidates complete the Erikson doctoral program application for admission, submit an Applicant Self-Disclosure Form, submit a research paper or academic writing sample, write two short essays in response to questions, provide three letters of recommendation, and submit unofficial and official transcripts from the bachelor's degree (earned or in-progress at the time of application) and for any courses taken beyond the bachelor's degree, including any earned master's degree or higher. Erikson no longer requires Graduate Record Exam scores for doctoral program admission.

Admission review process

An admission committee carefully reviews all materials submitted by applicants. The admission committee will review the applicant's credentials and make a decision, and an interview is required.

The admission committees for the PhD program begins review of all applications immediately after the application deadline. From there, the committee determines which qualified applicants will be asked to interview for the program. Applicants are admitted to the program based on an evaluation of their interview and qualifications. Applicants will be notified of the target dates for admission decisions during the interview process.

Applications for the program will be accepted beginning in September of the year preceding the academic year in which applicants wish to enroll. All decisions of the admission committees are final.

Application deadline

The following is a firm deadline for postmark of application materials.

PhD in Child Development: February 1

Applicant self-disclosure statement

Erikson requires applicants to self-disclose information related to criminal convictions, revocation, suspension, or denial of professional licenses and involvement in child abuse and neglect investigations both to comply with state law regarding field placements and also to ensure a safe environment for all members of the Erikson community. The existence of a conviction or past disciplinary problem in an applicant's record does not necessarily mean that he or she will be denied admission to Institute programs or dismissed from the programs. Each case is evaluated individually on its facts and not all convictions or disciplinary actions are considered disqualifying to the course of study at Erikson.

Nondiscrimination policy

It is the policy of Erikson not to discriminate against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, marital status, age, disability, veteran status or any other characteristic protected by applicable federal, state, or local law, in matters of admissions, employment, or services or in the educational programs or activities it operates, in accordance with civil rights legislation and institutional commitment. It is also the policy of Erikson not to retaliate against any person for making a complaint in good faith about alleged discrimination or for supporting any other Erikson student or representative in making such a complaint. Any alleged violations of this policy should be directed to the Vice President for Academic Affairs/Chief Academic Officer and the Associate Vice President for Justice, Equity, Diversity, and Inclusion (JEDI), Organization Ombuds, and Title IX Coordinator.

Degree Requirements

Erikson offers the PhD in Child Development in conjunction with The Graduate School of Loyola University Chicago. The degree is awarded by Loyola. The doctoral program focuses on applied child development research and examines the dynamics of and sociocultural influences on human development from infancy through early and middle childhood.

The program emphasizes the impact of culture, social class, and social relationships on young children's learning and development. Applied research includes studying the effects of educational institutions, intervention programs, policies and other contextual factors (such as poverty and language differences) on children's development, achievement and well-being. Internships supported by a student-mentor relationship provide opportunities for students to learn the crafts of research and college teaching.

The doctoral program prepares academics, applied researchers, and program developers to assume intellectual leadership in a variety of professional settings that study and/ or serve young children. Graduates pursue careers in college teaching and research, program design and evaluation, program administration, and policy analysis. Completion of the doctoral program does not result in any type of licensure.

Students in the program are enrolled in The Graduate School of Loyola University Chicago and must conform to all graduate school policies. Students are advised to consult the Graduate School's academic policies and procedures which can be found through Loyola's website at www.luc.edu.

Timeframe

Full-time students are expected to complete the program in four years and flex-time students are expected to complete the program in six years. Program dismissal will occur for any student not completing all requirements within the maximum of eight years. Students register each semester (excluding summer sessions) until they complete all program requirements. Please see additional information below for further details about program timeframe.

Extension of time

Students are allowed two years maximum grace period, accrued cumulatively, to meet program requirements, before program dismissal. This additional time accrues regardless of how it occurs – for example, leaves of absence (two semesters maximum are allowed) in combination with delays in submitting and passing milestone requirements, cannot jointly exceed two years. Not included in this time accrual is one month of revision time per round of feedback, for a maximum of two rounds of feedback (two months total assuming two rounds of feedback), subsequent to submission of each major milestone.

For any requested leave of absence, or for delays beginning to accrue beyond one year, the student may be asked to submit a written plan, approved by their advisor, documenting timelines and methods for avoiding further delays.

Once a student reaches doctoral candidacy or is ABD, and if the grace period has expired or expires after candidacy, they may still have the option to complete the program, i.e., return to defend their dissertation. This is not automatic, nor is it a guarantee, but rather something a student who is in otherwise good standing may petition for, up to 10 years after program start (again, regardless of leaves of absence or any other reasons for delay – the time is counted as actual calendar years). However, program “services” including advising still cease after the program maximum has been reached (eight years). For students granted the option to defend their dissertation after program maximum and who complete the dissertation on their own, two advising meetings prior to the defense, plus the defense (with the same committee members or new ones as necessary), will be afforded to the student.

After completing the program course work and while preparing for admission to candidacy (i.e., completing and defending the dissertation proposal), students typically register for Doctoral Study (ERIK E497) for up to two semesters. After the dissertation proposal is approved and a student officially becomes a doctoral candidate (also known as ABD or “all but dissertation”), students register for two semesters of Dissertation Supervision (ERIK E499) and, if necessary, continue to register, up to the program maximum, until the oral defense is successfully completed.

<i>Requirements</i>	<i>Timeframe for full-time</i>	<i>Timeframe for flex-time</i>
Course work (42 credits)	Complete in 2.5-3 years	Complete in 3.5-4 years
Developmental Theory Critique	Complete after at least 11 credits but no more than 19	Complete after at least 11 credits but no more than 19
Qualifying Paper	Complete after 2 nd or 3 rd year	Complete after 3 rd or 4 th year
Dissertation proposal	Complete during 3 rd or 4 th year	Complete during 4 th or 5 th year
Dissertation defense	Complete during 4 th or 5 th year	Complete during 5 th or 6 th year

Specific Degree Requirements

Doctor of Philosophy

42 credit hours

Doctoral students must generally complete 42 semester hours beyond the master’s degree. Students take courses at both Erikson Institute and The Loyola Graduate School.

For registration purposes, all Erikson requirements need to be registered for at both Erikson and Loyola, even though the courses are taken at Erikson's campus. All Loyola requirements are registered for and taken at Loyola's campus only, however, please inform your advisor when you register for Loyola courses.

Students who received their master's degree from Erikson, upon transcript review and approval, can often be awarded 9 transfer credits. Usually, the forgiven courses are Cognitive Development, Social Emotional Development 1, and one of the two internship courses. If you attended Erikson more than 5 years ago, you will likely be required to audit Cognitive Development and Social Emotional Development.

Erikson Courses (27 required credits*)

ERIK E501	First-Year Doctoral Seminar - F (0)
ERIK E502	First-Year Doctoral Seminar – S (1) (elective but strongly encouraged)
ERIK E421	Social and Emotional Development I: Infancy and Childhood (3)
ERIK E426	Cognitive Development (3)
ERIK E503	Scholarship Skills 1 (1) (elective but strongly encouraged)
ERIK E504	Scholarship Skills 2 (1) (elective but strongly encouraged)
ERIK E505	Scholarship Skills 3 (1) (elective but strongly encouraged)
ERIK E477	Risk & Resilience (3)
ERIK E479	Learning and Teaching: Linking Theory and Research to Practice (3)
ERIK E481	Social and Cultural Contexts (3)
ERIK E482	Program Evaluation and Implementation Science in Early Childhood Programs (3)
ERIK E489	Special Topics/Elective (3)
ERIK E485	Research Internship (3)
ERIK E486	Teaching Internship (or 2nd research internship) (3)
ERIK E497	Doctoral Study (0)
ERIK E499	Dissertation Supervision (0)

*Additional courses may be added, and/or substituted, depending on the amount of graduate-level child development coursework taken at a previous institution.

Course descriptions for the master's degree programs are found in a separate document: Erikson's Course Catalog.

Loyola Requirements (15 credits)

UNIV 370	Responsible Conduct in Research and Scholarship (0)
	Research Design course (3)
	Statistics course (3)
	Research Design or Statistics elective (3)

Loyola graduate-level course elective (3)

Loyola graduate-level course elective (3)

Non Credit-Bearing Program Requirements

Developmental Theory Critique

Qualifying Paper

Dissertation Proposal and defense

Dissertation and defense

Doctoral Student Association and Erikson-Wide Participation

The Doctoral Student Association (DSA) is a student group working to promote intellectual and social community for Erikson doctoral students. Closely working with the program director, the student co-chairs of the Association organize events and host meetings to build a supportive learning community among all doctoral students. There are two student co-chairs of the DSA (typically a second-year and a third-year student), expected to serve for two years in order to establish continuity.

Although not technically a graduation requirement, participation in the DSA is required and expected to be tracked with your advisor. Generally speaking, full-time students are expected to participate in at least 60-70% of DSA meetings and events, and flex-time students are expected to participate in at least 50%. DSA meetings in this category have typically included writing meetings (students gather to get writing requirements done in community), doctoral life meetings (students meeting to discuss challenges and progress in the program in general), and meetings with the doctoral program director. (Social gatherings such as happy hours outside of campus are optional, in addition, and not counted in the participation requirement.)

In addition to the DSA-sponsored meetings requirement, doctoral students are also required to attend and help organize Erikson-wide events, as representatives of the doctoral program in the wider Erikson community. Generally speaking, students should plan to attend at least two Erikson-wide events per year, and be a formal representative of the doctoral program (e.g., introduce a speaker, manage Q&A, provide assistance to the communications team, greet guests, organize breakout groups, facilitate participation of the other doctoral students, etc.) at least once per year.

Developmental Theory Critique

After the first 1-2 years of coursework, doctoral students will submit a 10-15 page paper responding to a timely theoretical piece related to developmental science. The purpose of this milestone is to demonstrate critical thinking with respect to key theoretical frameworks in our field, and relate these back to a topic of interest. Students are given one month to complete the paper after instructions are released, and determination will be returned to the student

one month following submission. Grading categories are: Pass without revisions, Pass with minor revisions, Moderate revisions, Fail/resubmit. A final pass (after any revisions) is required prior to moving on in the program.

Internships

All doctoral students are required to complete two internship experiences. The first internship must be a research internship. Depending on the professional needs of individual student, the second internship can be either teaching or research internship. Doctoral students with an Erikson master's degree will complete only one internship. Each internship is approximately 8–10 hours per week for 12-15 weeks.

The research internship typically involves participation in a research project directed by a seasoned researcher at Erikson or another educational institution. Research activities might include, but are not limited to, assisting with literature reviews, data collection, data analysis, instrument development, and report writing. The student is required to have a plan with goals, activities, and specific competencies she or he wants to develop through the internship. The student's faculty advisor must approve it and monitor progress. Students are expected to meet their supervisor, usually the director of the research project, on a regular basis to receive guidance and support.

The teaching internship involves either independent teaching at a collegiate level or a teaching assistantship for one of Erikson's graduate courses. When teaching at a college, the department chair will serve as the internship supervisor. When assistant-teaching at Erikson, the course instructor will serve as the internship supervisor.

Qualifying paper

Doctoral students are required to submit a qualifying paper after the 2nd or 3rd year. The qualifying paper is designed to test the student's scholarly ability to identify problems or issues in the field, analyze relevant literature critically and succinctly, generate research questions, work independently, and ultimately undertake a dissertation. The student, her advisor, and 1-2 additional readers will meet to develop three key questions related to the student's likely dissertation topic or broad area of interest. Each question will be answered with a 10-15 page paper. Once final questions are provided, the student has one month to complete the three responses/papers, and the advisor and reader/s will grade them within one month of submission according to the same categories above: Pass without revisions, Pass with minor revisions, Moderate revisions, Fail/resubmit. A final pass (after any revisions) is required prior to moving on in the program.

Dissertation Proposal and Doctoral candidacy

Students may begin their dissertation proposal after passing the Qualifying Paper. The status of doctoral candidacy indicates that the student has completed all requirements but the dissertation ("ABD"). She/he is ready to begin

conducting dissertation research and write the dissertation. The student becomes a doctoral candidate after successfully completing the following steps:

Steps toward candidacy

1. Completion of all required courses
2. Completion of Critique and Qualifying Paper
3. Establishment of an approved dissertation committee
4. Approval of the dissertation proposal after written submission and oral defense, by the dissertation committee, Loyola's or Erikson's Institutional Review Board, and The Graduate School

It is expected that a student complete requirements to become a doctoral candidate within five years after admission. Students are notified via letter by the Graduate School when they have achieved doctoral candidacy. It will also be noted on the student's official academic transcript at Loyola.

Dissertation

The dissertation is a substantial original piece of research undertaken by the student with the guidance of his/her committee with the prime objective being the advancement of knowledge in the field of child development.

Dissertation committee

The dissertation committee is usually formed after completing the Erikson qualifying paper. A committee consists of a minimum of three faculty members, one of whom can be external to Erikson and Loyola. The committee must have an Erikson faculty and a Loyola faculty, but those roles can be fulfilled by a single individual who has a joint appointment at both institutions.

The Chair of a dissertation committee and the student's academic advisor may or may not be the same person. A sole Chair must be tenured or tenure-track, and must be actively engaged in research. Clinical faculty and Senior Instructors can serve as Co-Chairs along with a tenured or tenure track faculty.

If a dissertation chair's status changes due to retirement or leaving the university or Erikson for example, they may still serve as a member of the committee and may serve as co-chair with a full member of the faculty, with approval of the Graduate School.

The student will need to submit the Ballot for the Approval of a Dissertation Committee, which can be found on the Graduate Student Progress System (GSPS) at gsp.s.luc.edu. The director will need to be picked from the drop down menu option, but all other members may be entered as external faculty for ease of the approval process. The

committee must be fully approved by the chair, graduate program director, and the Graduate School before the student is allowed to enter their dissertation proposal in GSPS. See page 12 for more information on GSPS.

Dissertation proposal

The proposal contains a statement of the problem being investigated, an overview of the relevant research literature, a statement of hypotheses and/or research questions, and a description of the methodology, including subjects, sampling procedures, intervention or data collection process, and a description of the proposed data analysis.

The faculty member serving as dissertation chair will decide with the student when it is appropriate to call a dissertation committee meeting to discuss the proposal.

Erikson holds an oral hearing on the dissertation proposal as part of the process for admission to doctoral candidacy. The proposal must have unanimous approval in order to be approved.

If the student is using human subjects, they will need to secure approval for this research before a proposal will be fully approved by the Graduate School.

The student must submit the Ballot for the Approval of the Dissertation Proposal through GSPS at gsp.s.luc.edu after a successful oral hearing. All members of the committee, the graduate program director, and the Graduate School, must approve the proposal before a student will be considered a doctoral candidate.

Upon completion of the candidacy requirements and acceptance of the dissertation proposal with IRB approval, a student is admitted to candidacy and is considered a doctoral candidate.

The dissertation and its title will be listed on the student's official Loyola transcript as "in progress" once approved.

Human subjects review procedures

Before collecting data for the dissertation, the student must receive approval from the Erikson or Loyola Institutional Review Board for the Protection of Human Subjects if the research will involve live human investigation and not a pre-existing data set.

All students will be required to take UNIV 370—Responsible Conduct in Research and Scholarship as part of the Loyola course requirements for the PhD program.

If the student requires IRB approval, this must be obtained before research begins on the dissertation and before writing any of the dissertation text. IRB approval must also be secured before the Graduate School can approve the dissertation proposal.

Text and oral defense

Once the text has been fully written, the student and the dissertation chair will decide when to schedule an oral defense. An oral defense is required of all dissertations. The entire text of the dissertation must be approved by the dissertation committee before the defense date can be established. No oral defense can take place without committee agreement that the text is substantially in its final state, with no major revisions necessary.

Students must provide an Oral Defense Announcement at least one month before the scheduled defense in order for it to be publicly posted to the appropriate offices. An example can be found on the Forms page at www.luc.edu/gradschool.

It is recommended that the student schedule the defense at least three weeks before the final copies deadline so that there is substantial time to make any necessary last minute changes to the dissertation as directed by the committee after the defense. See the Format Check and Final Copies section on pages 12-13 for appropriate deadlines.

All members of the dissertation committee must attend the oral defense. With the approval of the dissertation chair, a reader may attend via phone or video conference under exceptional circumstances only. All committee members must participate in the defense or it will not be accepted by the Graduate School.

If the dissertation committee is three members, the approval of the oral defense must be unanimous. There can be one dissenting vote allowed if the committee is four or more members.

The committee may also elect to award the dissertation a mark of “Distinction” if the work is an outstanding example. This is a rare designation that marks only truly exceptional work. This will be noted on the student’s official Loyola transcript if granted.

The student will need to take the Approval Ballot for Text and Oral Defense to the scheduled defense. All members of the committee will be required to sign it at the defense. The form is then given to the graduate program director to be uploaded into GSPS for Graduate School approval. The form can be found on the Forms page at www.luc.edu/gradschool.

Upon successful defense of the dissertation, the official Loyola transcript will update the dissertation to “complete.”

Format check and final copies

All students are required to submit a copy of the dissertation for format check and final copies by the Graduate School.

The following deadlines apply for every year:

	Apply to Loyola for Graduation	Submission of document to committee	Oral defense	Format check	Final copies
May graduates	December 1	3 rd -4 th week of December	3 rd -4 th week of January	March 1	April 1
August graduates	February 1	3 rd -4 th week of March	3 rd -4 th week of April	June 1	July 1
December graduates	August 1	3 rd -4 th week of July	3 rd -4 th week of August	October 1	November 1

Questions about dissertation formatting should be directed toward formathelp@luc.edu.

Note! May and August conferrals may both walk in the May graduation ceremony, so long as the August students conduct their oral defense at least one week prior to the graduation ceremony. Chairs should only approve such a plan in cases with a high degree of confidence that the student will pass the defense with no more than minor revisions.

Format check

The format check is a required part of the dissertation process. The Graduate School must check to make sure that the dissertation has been formatted correctly, so this deadline gives ample time to receive feedback and make corrections. If the student misses this deadline, they will be denied graduation by the Graduate School.

The formatting guide can be found on the Dissertation/ Thesis Formatting page on at www.luc.edu/gradschool/formatting.shtml. It is recommended that the student read through all the information on this page before beginning to write the dissertation.

Final copies

The final copies of the dissertation may be submitted only after the oral defense has been approved and all formatting errors have been corrected with the Graduate School. The final dissertation must be submitted electronically. No hard copies are required. For more information, see www.luc.edu/gradschool/process.shtml

It is recommended that a hard copy be submitted to Erikson's Library for archival purposes.

The Graduate School may still return the final copies to the student if there are errors, and the student will be contacted if that is the case. Any delay in final copy submission could result in denial of graduation.

Once the final copy is fully accepted by the Graduate School, the student will be notified of completion of their PhD degree.

Conferral of Degree

All PhD degrees are awarded by Loyola University Chicago. All tuition and fees must be paid and all library materials returned before a student can be approved for graduation. Diplomas will be mailed by Loyola's Registration and Records Office.

PhD Advisor and Advisee Responsibilities

Perhaps different from what may have been experienced at the master's level, doctoral students are expected to take a much higher level of responsibility for completing their education in a manner that works for them and their professional goals. Generally speaking, the student is expected to create the agenda for advising meetings and come prepared with updates and questions. Advisors are there for scholarly guidance, consultation on program progress, facilitation into the professional sphere of academia, and writing support.

At the beginning of the program and while the student is taking coursework, advising meetings should take place every other week. Meetings may increase in frequency (e.g., weekly) when milestone deadlines are approaching. Please use your advising sessions and other time with your advisor to discuss “high level” issues regarding your progress and scientific/professional domains, rather than administrative questions, for which we have other support staff to help. You and your advisor will jointly work on advising session templates and requirements progress sheets to support timely achievement of expectations toward graduation.

When writing milestones are imminent and students are submitting drafts to their advisors, advisor feedback on drafts is expected to be on a one-week turnaround basis. Generally speaking, advisors should use “track changes” to provide specific and concrete feedback and questions, though they are not expected to use detailed “redlining” or corrections to sentence structure, grammar, spelling etc. Advisors’ feedback is meant to be conceptual and scholarly, and they may pose additional questions for you to reflect on, rather than specific instructions for how to solve a particular problem.

Typically, two rounds of feedback can be expected on major sections of milestones (e.g., the introduction chapter of the dissertation proposal). If the student continues to have major conceptual or organizational challenges beyond two rounds, other support is likely needed. While our ASC is available to all students for writing support and consultation, they cannot provide specific feedback on major doctoral milestones such as the dissertation proposal or final dissertation. Some students go to self-paid, outside services to assist with writing support. This is a frequent practice especially in the final stages of the dissertation, when strict formatting rules are in place for submission and publishing. Erikson advisors and ASC do not provide such formatting and editing services.

Doctoral-specific and Loyola-specific Policies, Procedures, and Resources

Please refer to the GRADUATE SCHOOL website at Loyola University Chicago for Loyola-specific policies and procedures: <https://www.luc.edu/gradschool/currentstudents/>. Please bookmark this “current students” page as you will need to refer to it regularly for issues related to registration, transcripts, committee composition, milestone procedures, and steps needed for graduation. With few exceptions such as the list above (e.g., transcripts), the policies doctoral students follow are the same as those described in the Erikson-wide student handbook. For major changes to your program (e.g., change of advisor, leave of absence or withdrawal), those policies are handled at Erikson first, and the Erikson Program Director will assist you in making those changes official at Loyola.

Student Affairs and Student Resources at Loyola

Please refer to the Loyola website and their updated handbook for the Graduate School for the most updated information on Loyola resources. Generally speaking, Erikson PhD students have full rights and access to the same resources (e.g., campus facilities, transit benefits, student services, scholarships and other awards, etc.) as other students in the Graduate School.

Registration/Student Records Policies and Procedures at Loyola

Registration at Loyola

New and continuing students are required to register for courses during the registration period before the beginning of each term in which they are taking courses, doing an internship, doctoral study, dissertation supervision or otherwise engaging in graduate study. All doctoral students are required by Loyola policy to maintain continuous enrollment until the dissertation has been defended. Failure to maintain continuous enrollment may result in dismissal from the program. Only registered students have access to Institute resources, including electronic course materials and syllabi.

For registration purposes, all Erikson requirements need to be registered for at both Erikson and Loyola, even though the courses are taken at Erikson’s campus. All Loyola requirements are registered for and taken at Loyola’s campus only.

Students are responsible for registering in a timely manner. Registration information will be provided to students well in advance of registration deadlines. See Erikson’s Student Handbook for details about Erikson’s registration policies.

Hold on Registration at Loyola

A hold may be placed on a student's registration for a variety of reasons, including but not limited to:

- Failure to pay tuition bills by specified deadlines at either Loyola or Erikson
- Failure to submit complete immunization record to Loyola
- Incompletes from prior term course work
- Unpaid library fines at either Loyola or Erikson
- Surpassing the time limit of six years to complete the degree requirements at Loyola

Students who have a hold on registration:

- Will not be allowed to attend classes at institution where hold is placed
- Cannot access course materials on Erikson Online at Erikson or Sakai at Loyola
- Cannot use library resources at Erikson or Loyola
- Cannot register for future semesters
- Will not have current year financial aid (loans and scholarships) disbursed to them at either Loyola or Erikson
- Will not be eligible to receive an official transcript, or the diploma if applicable, from Loyola

A hold may be placed at Erikson and Loyola either concurrently or separately. However, it is the student's responsibility to take immediate steps to resolve any holds on their registration at either institution. Students who fail to do so by the end of the published add/drop period will incur a late registration fee. Please be aware that instructors may bar late registrants from their classes, resulting in delayed completion of degree requirements and extended time to degree completion.

Transcript requests at Loyola

Transcript requests are made with Loyola's Registration and Records office. An official academic transcript is issued only upon written approval of the student. All students will be required to make the request through LOCUS. Current students can log into LOCUS and choose Request Official Transcript on the main page. Former students will also be required to order through LOCUS, but must first be re-routed to it through a link at Registration and Record's website, www.luc.edu/regrec. No fee is charged for transcripts sent by regular mail. There are fees charged for expedited mailing services. Allow one to two business days for transcript to be processed and mailed.

Please note that Loyola will not issue transcripts for students who have a financial or other type of "hold" on their accounts. The hold must be removed by the office applying the hold before a request will be processed.

Financial Aid Policies and Procedures

Financial assistance and funding from Erikson Institute

Students entering the Erikson-Loyola PhD program in Child Development are automatically considered for Erikson doctoral funding awards at the time of admission. The doctoral admission committee determines the recipients of all doctoral awards.

The funding model is different for full-time and flex-time students. Generally speaking, every attempt is made to match full-time students with a maximum 20-hour/wk assistantship that provides: 1) a salary with a competitive market value for comparable programs (currently \$25,000-\$26,000 annually for a half-time fellowship) and 2) full scholarship for all Erikson coursework (Loyola coursework is self-pay regardless of program track). Flex-time students, due to their desire to remain employed full-time in a field-related position, are not awarded work assistantships or the associated tuition scholarship. However, flex-time students who fill out a FAFSA are eligible to enter into the Erikson-wide scholarship pool, and every effort is made to grant the maximum scholarship, which is typically approximately 25% of tuition. Eligible students may also apply for additional scholarships, including leadership-based and equity-related, which can provide additional tuition relief beyond the need-based scholarship.

Doctoral assistantships

Doctoral assistantships are awarded to full-time doctoral students contingent upon available funding through faculty research, community engagement projects, and departmental support work (e.g., tutoring, policy, admissions). Assistantships provide for a stipend in exchange for research assistance or performance of duties relevant to the respective project.

Full-time students with assistantships are not permitted to work full-time on top of their assistantship, either in or outside of Erikson. Although limited, additional part-time work is permissible and will not be tracked, corrective action may be taken if a student begins to put restrictive limits on their availability for any aspect of the program (e.g., assistantship, advising meetings, DSA involvement). Advisors and students will first discuss any such challenges, and if the problem is not corrected, reductions in assistantship hours and scholarship funding may be initiated.

Assistantship duties are meant to provide doctoral students with educational and professional benefits while enhancing their pedagogical, research, and/or administrative skills. Assistantship duties cannot exceed 20 hours per week and appointment periods are typically 50 weeks per year. Assistantships are renewable contingent upon available funding and satisfactory work performance for the first two years of the program. Beginning in Year 3, full-time students who have previously had assistantships take on the responsibility of pursuing any work-related funding, whether that be in their current lab/department, a new Erikson project or teaching, or work outside of Erikson.

However, students in this situation remaining in good standing, whether they continue to work at Erikson or not will still retain their Erikson coursework scholarship through the third year, when coursework should be completed.

Student Accounts Policies and Procedures

Doctoral Tuition at Erikson

Erikson degree students are charged by the credit hour. The credit hour cost is \$1,157. Tuition for Doctoral Study E497 is \$775 per semester and tuition for Dissertation Supervision E499 is \$1,750 per semester. Please note that for all courses designated as ERIK courses, the tuition will be paid to Erikson Institute. The following information is specific to ERIK designated courses taken at Erikson. Any courses specific to Loyola University Chicago must be paid with their Bursar's Office. More information about cost and payment schedules can be found at their website at www.luc.edu/bursar.

Fees at Erikson

PhD students are responsible for the following fees.

One time fee

Matriculation fee	\$200
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Recurring fee

Student services billed in the Fall and Spring semesters at \$300 per semester	\$600
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The student services fee covers library, technology, and activity costs. Students are assessed this fee in equal amounts in fall and spring semesters.

Other fees

Late registration	\$100 per course
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Tuition payment plan	\$15 per term
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General Campus Policies and Procedures

Official communication at Loyola

Erikson Institute, recognizing the increasing need for electronic communication with students, has established email as an official means of communication with its students. In order to ensure consistent and effective communication, an official Erikson email address is required for all students. Erikson will send official communications to the Erikson email account, which is uniquely assigned to each student upon official matriculation at the Institute.

Loyola has a similar policy in regards to their official communication. Students will be expected to check both Loyola and Erikson accounts for any official correspondence from the respective institution. Loyola does offer the option of re-routing their official email correspondence to another account. It is suggested, but not required, that doctoral students route their Loyola email to their Erikson email account. For more information of this process, contact Loyola's IT Help Desk at (773) 508-4ITS.

Erikson Institute expects that every student will receive email at her or his Erikson email account and will read email on a frequent and consistent basis. A student's failure to receive and read Institute communications in a timely manner does not absolve that student from knowing and complying with the content of such communications. All use of email is expected to be consistent with other Erikson Institute policies including the "Information Technology Telecommunication Networks and Information Resources."

Information concerning Erikson emergencies or school closing is published through the following ways:

- my.erikson.edu
- the Erikson Institute homepage at www.erikson.edu
- the main telephone number, (312) 755-2250
- Erikson email accounts
- text message via the Emergency Notification System

Loyola's Loyola Alert system is available to students for notification of any emergencies or closings on Loyola's Lake Shore campus. Students can register at www.luc.edu/alert and receive voice messages, text messages, and email alerts.

Degree/certificate granting authority

Erikson Institute is authorized by the Illinois Board of Higher Education to grant the MS in Child Development, the MS in Early Childhood Education, the Master of Social Work, and the Child Development, Infant and Early Childhood Mental Health, Early Childhood Leadership and Advocacy, and Early Childhood Social and Emotional Learning graduate certificates.

Nondiscrimination policy

It is the policy of Erikson Institute not to discriminate against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, marital status, age, disability, veteran status, or any other characteristic protected by applicable federal, state, or local law, in matters of admissions, employment, or services or in the educational programs or activities it operates, in accordance with civil rights legislation and institutional commitment. It is also the policy of Erikson not to retaliate against any person for making a complaint in good faith about alleged discrimination or for supporting any other Erikson student or representative in making such a complaint. Any alleged violations of this policy should be directed to the Vice President for Academic Affairs/Chief Academic Officer and the Associate Vice President for Justice, Equity, Diversity, and Inclusion (JEDI), Organization Ombuds, and Title IX Coordinator.

Right to change

Erikson Institute reserves the right to change or supplement, with or without notice, any statement in this publication concerning, but not limited to, rules, policies, procedures, tuition, fees, curricula, and courses. Erikson Institute also retains the sole discretion and reserves the right to modify, withdraw, or replace any of the procedures set forth in this Handbook or to modify them to meet the needs of a particular case or situation.

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Erikson Institute

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Student Acknowledgement

Please visit the following link to acknowledge you have read, accepted, and agreed to abide by the 2024-25 Erikson Handbook and your Program Book: [STUDENT ACKNOWLEDGEMENT 2024-25](#)