

Clinical Psych Students: Are You Completing an Internship between June – September 2019?  
IMPORTANT- Please Read

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Clinical Psych Students who have defended and who will be completing their internships in June, July, August or September 2019, will be awarded a September 30, 2019 degree.

Your physical degree will be printed and available at next year's Commencement, May/June 2020 or, for pick up or mailing from the Office of Special Events & Planning.

If you will be starting a new position that requires confirmation that you have met all of the requirements for the Ph.D., you may request a letter from the Registrar ([vdeluca@gc.cuny.edu](mailto:vdeluca@gc.cuny.edu)) stating this once you have completed the FINAL electronic Dissertation Deposit process – not before.

Please read below on Electronic Dissertation Deposit and requirements for the Internship letter.

***Clinical Psych Students @ City College of New York, John Jay College of Criminal Justice, Queens College, and Health Psychology & Clinical Science***

## **Dissertation Defense - Electronic Deposit - Internship Completion**

Please note the following concerning the Dissertation Defense/ Electronic Deposit and Internship Completion:

- You may defend your dissertation:
  - prior to the start of your internship, or
  - after the completion of your internship
- **You are able to final deposit your dissertation after your internship has been completed – not before.**

### **Requirements to Deposit your Dissertation (Clinical Psych Students only):**

- The EO's office receives a letter of Internship Completion:
  - on official letterhead from the granting organization
  - stating the student's name and their successful completion of the internship
  - the start and end dates of the internship and the total number of hours worked
  - letter must be dated no earlier than the last day of the internship completion - as stated in the letter.
- Please send the letter as an email attachment to Judith Kubran, APO for Academic Support & Student Progress, [jkubran@gc.cuny.edu](mailto:jkubran@gc.cuny.edu).
- Once the letter is received, Jude will notify the Registrar's Office.
- The student now turns in the original Dissertation Signature page to Jude Kubran for processing, the EO Office hand delivers the form to the Dissertation Librarian.
- The student now completes the Final Electronic Dissertation Deposit process - not before.

Your common question, '**Will I be able to walk in Commencement?**'

- If you have completed your internship and you defend and deposit by the September, January or April deposit deadlines - you may walk in the upcoming May/June Commencement.

**Example:** If you complete your internship anytime between June 2018 and September 2018 AND you defend and deposit after the completion of your internship - anytime between June 2018 and April 2019 - you will walk in the May/June 2019 Commencement. Your name will be officially listed at Commencement and you will receive a printed degree.

- If you defend your dissertation but do not complete your internship and final electronic deposit until after the April deposit deadline date - you may still walk in the May/June 2018 Commencement. You will need to meet specific criteria in order to do so. \*

**Example:** If you defend your dissertation anytime between May 1, 2018 and April 30, 2019 (last day to deposit for a May/June 2019 degree) AND you complete your internship anytime between June 2019 and September 2019\* - you may still walk in the May/June 2019 Commencement. Your name will NOT be officially listed at Commencement and you will NOT receive a printed degree. Degrees are printed once a year in May. You will receive your printed degree in May/June of 2020. They can be picked up at the GC or mailed to you.

**\*Clinical Psychology students who defend (but do not deposit) by April 30th and, whose internship completion date ends after Commencement, will need to complete the following criteria by April 30th:**

- File original Report of Final Exam with the Psych EO Office (Judith Kubran will get EO's signature and process the paperwork).
- If required, file original Approval of Revised Dissertation form with the Psych EO Office (Judith Kubran will get EO's signature and process the paperwork).
- Obtain a 'letter of good standing' from your Internship Director prior to April 30th - allow for receipt and processing by the EO Office. This must be written on the organization's letterhead.
- Send the 'letter of good standing' as an email attachment to Judith Kubran, APO for Academic Support & Student Progress ([jkubran@gc.cuny.edu](mailto:jkubran@gc.cuny.edu)). Please give the original letter or a copy to the administrative person of your training area.
- Jude will get the EO's approval and will send an email from the Psych EO to the Registrar and to Special Events no later than April 30th, indicating those students who are deemed eligible to march at commencement.

**Please Note:** Clinical Psychology students are allowed to final deposit their dissertations only when:

- ✓ the EO's Office has received official notification from their internship director stating successful completion of their internship - include the start and end dates of the internship and the total number of hours worked
- ✓ this letter must be on the organization's official letterhead
- ✓ the letter is sent as an email attachment to [jkubran@gc.cuny.edu](mailto:jkubran@gc.cuny.edu) for processing.

Please contact Jude Kubran, [jkubran@gc.cuny.edu](mailto:jkubran@gc.cuny.edu) with any questions