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 and 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 deposit your dissertation only after your internship has been completed.

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, their successful completion of the internship, and the start and end dates of the internship.
• This 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.
• Once the letter is received, the Registrar's Office will be notified.
• The student may now start the Electronic Dissertation Deposit process - not before.

Another common question is, '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 2016 and September 2016 AND you defend and deposit after the completion of your internship - anytime between June 2016 and April 2017 - you will walk in the May/June 2017 Commencement.

• If you defend your dissertation but do not complete your internship and electronic deposit until after the April deposit deadline date - you may still walk in the May/June 2017 Commencement. You will need to meet specific criteria in order to do so.

Example: If you defend your dissertation anytime between May 1, 2016 and April 28, 2017 (last day to deposit for a May/June 2017 degree) AND you complete your internship anytime between June 2017 and September 2017* - you may still walk in the May/June 2017 Commencement.

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 paperwork).
• If required, file original Approval of Revised Dissertation form with the Psych EO Office (Judith Kubran will get EO’s signature and process paperwork).

• Obtain a ‘letter of good standing’ from your Internship Director prior to April 30th - to allow for receipt and processing by the EO Office.

• Send the ‘letter of good standing’ as an email attachment to Judith Kubran, APO for Academic Support & Student Progress (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 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: All Clinical Psychology students deposit their dissertations only when the EO’s Office has received official notification from their internship director stating successful completion and the start and end dates of the internship. This is sent as an email attachment to jkubran@gc.cuny.edu for processing.

Please contact Jude Kubran, jkubran@gc.cuny.edu with any questions