

Clinical Psych Students: Are You Completing an Internship between June 2021 – September 2021?

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

Clinical Psych Students who have defended and who will be completing their internships in June, July, August, or September 2021 - will be awarded a September 30, 2021 degree.

Your physical degree will be printed and available mid October, 2021.

If you will be starting a new position and require confirmation that you have met all of the requirements for the Ph.D., you may request an official letter from the Registrar (vdeluca@gc.cuny.edu) once you have completed the FINAL electronic Dissertation Deposit process – not before.

Dissertation Defense - Internship Completion - Electronic Deposit

Dissertation Defense:

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

Dissertation Deposit (Clinical Psych Students only):

- The EO's office receives a letter of Internship Completion Letter/Email
 - from the granting organization on official letter head
 - stating the student's name and their successful completion of the internship
 - including the start and end dates of the internship
 - the 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, Jude will notify the Dissertation Librarian and the Registrar's Office.
- The student now turns in the original Dissertation Signature page to Jude Kubran for processing, the EO Office delivers the form to the Dissertation Librarian.
- The student is now able to complete the Final Electronic Dissertation Deposit.

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 2020 and September 2020 AND you defend and deposit after the completion of your internship - anytime between June 2020 and April 30, 2021

- you will walk in the May/June 2021 Commencement. Your name will be officially listed at Commencement and you will receive a printed diploma.

- If you defend your dissertation but do not complete your internship and final electronic deposit until after the April 30th deposit deadline - you may still walk in the May/June 2020 Commencement. You will need to meet specific criteria to do so. *

Example: If you defend your dissertation anytime between May 1, 2020 and April 30, 2021 (last day to deposit for a May/June 2021 degree) AND you complete your internship anytime between June 2021 and September 2021* - you may still walk in the May/June 2021 Commencement. Your name will NOT be officially listed at Commencement and you will NOT receive a printed degree. You will receive a September 30, 2021 degree and your diploma will be available mid October, 2021.

***Clinical Psychology students who defend (but do not deposit) by April 30th and, whose internship completion date ends after April 30th, 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 and send as an email attachment to jkubran@gc.cuny.edu. This must be written on the organization's letterhead. The EO Office will send your name to the Special Events Office to be included in Commencement.
- 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.

Final Electronic Deposit:

Note: Clinical Psychology students must complete the internship before final dissertation deposit is allowed.

- ✓ The Internship Director sends a letter on official letterhead stating the student has successfully completed their internship.
- ✓ The letter must include the start and end dates of the internship.
- ✓ The letter must be on the organization's official letterhead.
- ✓ The letter is sent as an email attachment to jkubran@gc.cuny.edu for processing.

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