

Prerequisites to the Dissertation & The Dissertation Process

*PREREQUISITES TO THE DISSERTATION

PLEASE NOTE:

- 1) Students should retain a copy of all forms being processed.
 - 2) All forms should also be sent to your Training Area's campus-based administrator.
- SIGNATURE REQUIREMENTS:**
- 3) The APO for Academic Support and Student Progress will get the EO's signature on ALL forms; students do not go directly to the EO for their signature.
 - 4) Please refer to the [Psychology Form/Signature Procedures](#) for obtaining signatures during COVID-19.

FORMS

<p>1) Dissertation Topic and Committee Selection Form See sample to complete blank form here</p> <ul style="list-style-type: none"> • Please include committee members' names, their affiliations, and the working title of the dissertation. • Please send the signed Dissertation Topic and Committee Selection form and the proposed research Summary Statement as email attachments to psychology@gc.cuny.edu. • Any information on this form can change up until the day of the dissertation defense. • Once processed, staff sends the student an Advancement to Candidacy form to complete and return to psychology@gc.cuny.edu. • Psychology staff notifies the Registrar who will post the Advancement to Candidacy on the student's CUNY First record under the heading 'Milestones.' • Level III Students register for 90000 Dissertation Supervision through the semester in which they complete the electronic dissertation deposit. Clinical Psychology Students continue to register for 90000 Dissertation Supervision while on Internship. <p>PLEASE NOTE: See instructions for Dissertation Committee Structure here</p>	<p>2) Request for Approval of Non-CUNY-Doctoral Faculty Dissertation Committee Member Form (if applicable) See sample to complete blank form here</p> <ul style="list-style-type: none"> • Please send the completed Request for Approval of Non-CUNY Doctoral Faculty Dissertation Committee Member form and the person's CV as email attachments to psychology@gc.cuny.edu for approval. <p>PLEASE NOTE: See instructions for Dissertation Committee Structure here</p>	<p>3) Dissertation Proposal Approval Form & Proposal See sample to complete blank form here</p> <ul style="list-style-type: none"> • Please include the names of committee members and the working title of the dissertation on the Dissertation Proposal Approval form. • Send the signed Dissertation Proposal Approval form and the final approved copy of the Dissertation Proposal as email attachments to psychology@gc.cuny.edu • Students apply for Institutional Review Board (IRB) approval. Approval must be granted before data collection begins. Please see the CUNY HRPP website for more information. <p>PLEASE NOTE: See the Dissertation Proposal Process subheading for the Dissertation Proposal guidelines.</p>
<p><i>Original signatures are not required. Electronic signatures are accepted.</i> See Psychology Form/Signature Procedure for signatures during COVID-19</p>		

*Please refer to the [Prerequisites for the Dissertation section](#) on the Psychology Department website for further clarification and instructions.

*THE DISSERTATION PROCESS

PLEASE NOTE:

- 1) Students should retain a copy of all forms being processed.
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- SIGNATURE REQUIREMENTS:**
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Please see sample dissertation timelines for completion of degree [here](#).



For the Psychology Executive Office to officially notify the Provost's Office of the defense, you must first submit three Dissertation Evaluation Forms four weeks prior to the dissertation defense date.

FORMS DUE BEFORE THE DEFENSE DATE

<p>1) Dissertation Evaluation Form <i>Three</i> evaluation forms from any committee member (core members and/or outside readers) are due four weeks before the defense. See sample to complete blank form here</p> <ul style="list-style-type: none"> • Students complete the ENTIRE top section of the form before distributing to committee members. <ul style="list-style-type: none"> ○ Advancement to Candidacy Date is found under 'Milestones' at the bottom of your CUNY First Student Record. • Please send completed forms as email attachments to psychology@gc.cuny.edu four weeks prior to the defense date <ul style="list-style-type: none"> ○ Forms can be sent by students, advisors, committee members or the training area's campus-based Administrative Support person. ○ Upon receipt of 3 evaluation forms from any committee member (core members and/or outside readers), staff sends the student the Request for Invitation to Final Exam form to complete. The student submits the completed form to psychology@gc.cuny.edu. Staff will officially notify the Provost's Office of the student's defense. <p style="background-color: yellow;">PLEASE NOTE: Students should now apply for graduation on CUNYFirst. See graduation dates and deadlines here.</p>	<p>2) Request for Approval of Non-CUNY-Doctoral Faculty Dissertation Committee Member Form (if applicable) See sample to complete blank form here</p> <ul style="list-style-type: none"> • Please submit this form for any non-CUNY-doctoral faculty member on your dissertation committee. <ul style="list-style-type: none"> ○ If you have already submitted this form during the Dissertation Topic and Committee Selection process, you do not need to resubmit. • Please also submit the person's CV. • Forms and CVs should be sent as email attachments to psychology@gc.cuny.edu for approval. <p style="background-color: yellow;">PLEASE NOTE: See instructions for Dissertation Committee Structure here.</p>	<p>3) Request for Invitation to Final Exam Form</p> <ul style="list-style-type: none"> • Once three Dissertation Evaluation forms from any committee member (core members and/or outside readers) have been sent to psychology@gc.cuny.edu, staff sends the student the Request for Invitation to Final Exam form to complete. • The student sends the completed form as an email attachment to psychology@gc.cuny.edu. • Staff officially notifies the Provost's Office of the student's Defense. • The student's defense information is posted to the Psychology website. • The Provost's Office sends an email to all committee members, the student, the APO and the EO announcing the Defense.
<p><i>Original signatures are not required. Electronic signatures are accepted.</i> See Psychology Form/Signature Procedure for signatures during COVID-19</p>		

*Please refer to the [Dissertation Defense, Final Forms, and Electronic Deposit section](#) on the Psychology Department website for further clarification and instructions.

*FINAL DISSERTATION FORMS

PLEASE NOTE:

- 1) Students should retain a copy of all forms being processed.
 - 2) All forms should also be sent to your Training Area's campus-based Administrator.
- SIGNATURE REQUIREMENTS:**
- 3) The APO for Academic Support and Student Progress will get the EO's signature on ALL forms; students do not go directly to the EO for their signature.
 - 4) Please refer to the [Psychology Form/Signature Procedures](#) for obtaining signatures during COVID-19.

<p>1) Report of Final Exam Form <i>Include names and affiliations of all committee members</i> See sample to complete blank form here</p> <ul style="list-style-type: none"> • Students complete the ENTIRE top section of the Report of Final Examination form. The form is then sent as an electronic attachment to the Committee Chair. • At the end of the dissertation defense, all committee members sign the Report of Final Exam form (sign individual forms or all signatures signed on one form). The signed form is sent as an email attachment to psychology@gc.cuny.edu. <ul style="list-style-type: none"> ○ Alternatively, committee members may send email approvals from CUNY email accounts to psychology@gc.cuny.edu indicating if the exam has been passed without revisions, passed with minor revisions, passed with major revisions, or failed. • Staff gets the EO's approval and forwards the forms to the administration for final processing. 	<p>2) Approval of Revised Dissertation Form (if revisions are required) <i>See sample to complete blank form here</i></p> <ul style="list-style-type: none"> • Students complete the ENTIRE top section of the form and sends it as an email attachment to the Committee Chair for approval. <ul style="list-style-type: none"> ○ If there are minor revisions: submission of this form will require the signature or email approval of the Committee Chair once revisions are completed and approved. ○ If there are major revisions: submission of this form will require signatures or email approval of the Committee Chair AND two other committee members once revisions are completed and approved. • The student or Chair submits the completed and signed form as an email attachment to psychology@gc.cuny.edu. • Staff gets the EO's approval and forwards the form to the administration for final processing. 	<p>3) Dissertation Approval (Signature) Page <i>See sample to complete blank form here</i></p> <ul style="list-style-type: none"> • Students create this page using the sample provided above. • Please indicate the name of the Executive Officer (Dr. Richard Bodnar), the Committee Chair, and <u>all</u> committee members <ul style="list-style-type: none"> ○ Signatures from committee members are not required. • The student or Chair sends the form with the Chair's signature or email approval to psychology@gc.cuny.edu. • Staff gets the EO's signature and forwards the form to the Dissertation Librarian.
<p><i>Original signatures are not required. Electronic signatures are accepted.</i> See Psychology Form/Signature Procedure for signatures during COVID-19</p>		
<p>*CLINICAL PSYCHOLOGY STUDENTS: Please see additional Dissertation Defense/Deposit & Internship Completion Guidelines</p>		



<p>Electronic Deposit is complete when:</p> <ul style="list-style-type: none"> • Roxanne Shirazi, the Dissertation Librarian, receives the signed and approved Dissertation Approval (Signature) Page from the Psychology Executive Office. • Roxanne Shirazi notifies the student they may now finalize the electronic dissertation deposit. • Roxanne Shirazi sends the student an email notification when the electronic deposit has been successfully completed. <p>*Clinical Psychology Students must first complete their internships before finalizing the electronic dissertation deposit. Students will submit a letter of Internship Completion from their Internship Supervisor (on letterhead) with the internship start and end dates (i. e. 7/1/2021-6/30/2022) to psycholgy@gc.cuny.edu. Psychology Staff will notify the Dissertation Librarian and the Registrar's Office that the Internship requirement has been completed.</p>
<p>*CLINICAL PSYCHOLOGY STUDENTS: Please see additional Dissertation Defense/Deposit & Internship Completion Guidelines</p>

*Please refer to the [Dissertation Defense, Final Forms, and Electronic Deposit section](#) on the Psychology Department website for further clarification and instructions.