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| **Dissertation** |
| Overview | The Doctoral Dissertation is the culmination of the student’s research training in the BASP program. The dissertations should be original empirical research, produced by the student, demonstrating their knowledge and training. In addition to the information below, the GC Psychology EO’s office has created a helpful document entitled “[Prerequisites to the Dissertation & the Dissertation Process](https://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Psychology/Misc/Dissertation-Process-for-Graduation-7-19.pdf)”, which includes updated links to all the forms listed below.  |
| Steps and General Timeline(see separate Handbook section on recommended Dissertation timeline) | Year 4, Fall | 1. Project conceptualization discussions with advisor
2. Topic Registration
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| Year 4, Spring | 1. Proposal to Committee
2. Dissertation Proposal Defense
3. IRB approval
4. Data collection begins by summer
5. Agreement with committee on timeline for draft submission and response.
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| Year 5, Fall | 1. Data collection
2. Writing
3. Revisit agreement with committee on timeline for draft submission and response.
4. Draft(s) Submitted to Advisor
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| Year 5, Spring | 1. Revisions
2. Dissertation paper submitted to Committee
3. Dissertation Defense
4. Revisions (if necessary)
5. Deposit by GC deadline for commencement
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| Requirements | * Per Graduate Center policy, students must complete their doctoral degree (including deposit) within 8 years of matriculation (16 semesters).
* PhD degrees are conferred three times each academic year: September, February, and May. Students must apply for graduation in CUNY first and must deposit their dissertation to the GC library prior to graduation. Specific deadlines vary slightly by year; students should refer to the Graduation Dates and Deadlines on the GC website.
* Please keep in mind that at least three committee members must approve the written dissertation at least four weeks before a scheduled dissertation defense. This means that the completed paper must be submitted to committee members 6-8 weeks prior to the target defense date.
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| Committee Selection | * Chaired by student’s advisor (must be a BASP faculty member)
* Minimum of four members; at least three must be GC Psychology faculty; at least one should be outside of BASP
* Three members (advisor + two) are considered “core” and must approve the Dissertation proposal and proposal defense.
* An additional 1 or 2 “external” members are brought in at the end of the process to approve the Dissertation paper and Dissertation defense.
* Any committee members who are not GC faculty must hold an advanced degree and must be approved by the GC (see forms, below)
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| BASP Forms | There are no BASP-specific forms for the Dissertation process. ***The student must make sure that their Dissertation Chair and the BASP Training Area Head are cc’d on all forms submitted to the GC Psychology Department (see below)***. The Training Area Head will keep copies of all forms submitted.  |
| GC Forms | Dissertation Topic and Committee Selection Form | This form requests the names of your committee members, the working title of your dissertation, and a summary of your proposed research. The Dissertation Chair must sign the form. The student submits this form, along with the Summary of the proposed research to the EO Office , cc’ing their Dissertation Chair and the BASP Training Area Head.  |
|  | Request for Approval of Non-CUNY Doctoral Faculty Dissertation Committee Member form | If the student wishes to include a committee member who is not part of the CUNY doctoral faculty, they must submit this form, signed by their Dissertation Chair. The student submits this form, along with the along with the CV of the committee member to the EO Office , cc’ing their Dissertation Chair and the BASP Training Area Head. |
|  | Dissertation Proposal Approval Form | This form includes signatures from the Dissertation Chair and at least two additional core committee members. It indicates that the student has successfully defended their Dissertation Proposal and may begin conducting their dissertation research (pending IRB approval). The student must submit this form and a clean copy of their approved Dissertation Proposal to the EO Office , cc’ing their Dissertation Chair and the BASP Training Area Head.  |
|  | Dissertation Evaluation Form | At least three committee members must sign the Dissertation Evaluation form four weeks before the student’s scheduled defense. All committee members must submit this form prior to the defense date. Students should complete the entire top portion of the form and send it to each committee member with a copy of their dissertation.  |
|  | Request for Invitation to Final Exam Form | Once Dissertation Evaluation forms indicating that the student can be given their Final Exam (i.e., defense) are received by the EO Office, the EO office will send the student this form to complete. The student returns the form to the EO office, who will notify the Provost’s Office about the student’s defense. The Provost office send an email to all committee members, the student, the APO and the EO announcing the defense.  |
|  | Report of Final Exam Form | The student completes the top portion of the form and sends it to the Committee Chair prior to the Dissertation Defense. This form indicates the outcome of the oral defense (pass without revisions, pass with minor revisions, pass with major revisions, or fail). At the end of the dissertation defense, al committee members sign the form and the Committee Chair sends the form to the EO Office. The EO office then forwards to the form to the administration for final processing.  |
|  | Approval of Revised Dissertation Form(if applicable) | If revisions to the dissertation are required, the student completes the top part of the form and sends it to the Committee Chair. Minor revisions require the signature of the Chair only; major revisions require signatures of the Chair and two other committee members. Once revisions are approved, the Chair submits the signed form to the EO Office. The EO office then forwards to the form to the administration for final processing. |
|  | Dissertation Approval Signature Page | Students create this as the cover page for their dissertation. The page must include the name of the EO, the Committee Chair, and the names of all the committee members. The student sends the form (with the Chair’s signature) to the EO office. The EO office gets the EO’s signature and forwards the form to the Dissertation Librarian.  |
| Student Logistics(See Forms, above) | * Complete **Dissertation Topic and Committee Selection Form** and email it to the GC Psychology EO office.
* Complete **Request for Non-CUNY Doctoral Faculty Member** (if applicable) and submit to the GC Psychology EO office.
* Complete the **Dissertation Proposal Approval Form** and submit it to the GC Psychology EO Office.
* Secure **IRB approval**, based on the Dissertation Approval.
* Work with advisor to develop and achieve a **timeline** consistent with their target degree and deposit date, and establish agreement on this timeline with all committee members. see notes on recommended timeline).
* Send **Dissertation Evaluation Form** and completed Dissertation to committee members according to the agreed upon timeline.
* Make sure that at least three Dissertation Evaluation Forms are submitted to the EO office at least **four weeks** before the target defense date.
* Submit the **Request for Invitation to Final Exam Form** to the GC Psychology EO’s office.
* Prepare the **Report of Final Exam Form** and submit it to the Chair prior to the defense.
* Make revisions to the dissertation (if requested) and submit **Approval of Revised Dissertation Form** to the Committee Chair for signature.
* Prepare the **Dissertation Approval Signature page** and send it (signed by the Committee Chair) to the GC Psychology EO’s office.
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| Advisor/Committee Chair Logistics(See Forms, above) | * Approve and sign the Dissertation Topic and Committee Selection Form.
* Approve and sign the Request for Approval of Non-CUNY Doctoral Faculty Dissertation Committee Member Form (if applicable).
* Submit a grade for 90000 Dissertation Supervision for each semester through the semester in which the student deposits.
* Approve and sign the Dissertation Proposal Approval Form.
* Work with student to develop and achieve a timeline consistent with their target degree and deposit date.
* Approve and sign the Dissertation Evaluation Form according to the agreed upon timeline
* Make sure to have the Report of Final Exam Form ready before the defense. Complete the form and submit it to the GC Psychology EO office immediately after the defense.
* Work with student on any revisions to the dissertation, post-defense.
* Approve and sign the Approval of Revised Dissertation Form (if applicable).
* Sign the Dissertation Approval Signature page.
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| Committee Responsibilities(Core Members) | * Provide general advice during the Dissertation Proposal development process
* Review the Dissertation Proposal and attend the Dissertation Proposal Defense.
* Sign the Dissertation Proposal Approval Form (once proposal is approved).
* Work with student to develop and achieve a timeline consistent with their target degree and deposit date.
* Review the Dissertation and sign the Dissertation Evaluation Form according to the agreed upon timeline.
* Attend the Dissertation Defense.
* Sign the Report of Final Exam Form.
* Review major revisions to the Dissertation and sign the Approval of Revised Dissertation Form (if applicable).
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| Committee Responsibilities (Outside Readers) | * Work with student to develop and achieve a timeline consistent with their target degree and deposit date.
* Review the Dissertation and sign the Dissertation Evaluation Form according to the agreed upon timeline.
* Attend the Dissertation Defense.
* Sign the Report of Final Exam Form.
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| Other Notes | * Once a student submits the Dissertation Topic and Committee Selection Form to the GC psychology office, they can advance to candidacy, providing that: a) they have completed all coursework with an overall B average or better; b) they have no “open” grades, i.e., all grades are posted on their transcript; and c) both the first and second doctoral exams are posted on their transcript. The psychology department staff should send them an **Advancement to Candidacy Form** to complete. When the student returns the form, the Psychology staff will notify the Registrar and the student will advance to Level III.
* Level III students register for 90000 Dissertation Supervision every semester through the semester in which they complete their electronic dissertation deposit.
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| Publication and Authorship | * A student is presumed to have full publication authority over their dissertation data.
* In the event that a student feels that other members of their committee have made an intellectual contribution that warrants authorship, they may invite them to co-author. Guidelines for significant contributions can be found in the APA Science Student Council’s [Graduate Student Guide to Determining Authorship Credit and Authorship Order](https://www.apa.org/science/leadership/students/authorship-paper.pdf).
* If a component of the student’s dissertation was conducted as part of a research project under a different Principal Investigator, it is ethical practice not to publish these data without the PI’s permission and review.
* Obtaining funding but not participating in the general intellectual activity of the research project does not qualify a person for authorship. That person should be included in the acknowledgements.
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