Checklist for Psy.D. Degree

ALL DEGREE MATERIALS ARE DUE BEFORE THE DEADLINES LISTED BELOW.

<u>DO NOT WAIT UNTIL THE DEADLINE.</u>

<u>SUBMIT ALL MATERIALS AS SOON AS YOU ARE FINISHED!</u>

PLEASE READ: Due to covid, defenses will be permitted remotely for candidates and their committee members. *Digital signatures of your committee must be verifiable ***Signatures of a committee must be verifiable. This includes (but not limited to) e-signatures such as docusign or adobe sign. Scanned signatures are also acceptable. In lieu of a verifiable digital signature, a committee member can type their name into the field and then provide a written email/letter attesting their approval as an appendix to this form.***

Diploma Deadlines

- **October 1, 2020, for an October dated degree**
- **January 4, 2021, for a January 2021 dated degree**
- **April 15, 2021, for a May 2021 dated degree**
- **August 1 2021 for an August 2021 dated degree**

   Defense Deadline Dates – Materials must be submitted to student coordinator at least 2 weeks prior to your scheduled defense date. (Abstract & Dissertation)

   Sample of Abstract to be submitted - [Template of Abstract for Dissertation Announcement](#)

- **October degrees – last day to defend is September 15**
  - - last day to submit required documents: October 1
- **January – last day to defend is December 15**
  - - last day to submit required documents: January 2
- **May – last day to defend is April 15**
  - - last to day submit required documents: May 1
- **August – last day to defend is July 30**
  - - last to submit required documents: August 10

   You are not eligible to receive your degree until all the requirements have been **completed and submitted.**

   1) Diploma Application – See diploma deadline dates above.

   [Complete the Diploma Application online](#)

2) Final Defense

After a successful defense, submit an approved completed final dissertation along with one original title page signed by your committee in PDF format. Here is a sample Title Page

Style Guide for Dissertation Preparation

The guide contains information regarding style, format, margins, footnotes, etc. and should be followed **explicitly**.

- View the Style Guide online

<u>COMMON MISTAKES IN FORMATTING</u>

- Adding a Running head to all pages with abbreviated title. Only the title page has the word "Running head" – small letter <u>h.</u>
- Diploma date is your degree date – not month and year you defend
- Continuation of tables need to be labeled – Table # - Continued
- All margins should be 1".
- Abstract page begins as page ii.
- When uploading dissertation, signature page should not include signatures.
- Title pages should be sent under separate cover with signatures to student services coordinator.

3) Publishing Agreement & Submission of Dissertation - ProQuest

- Instructions to students regarding how to submit ETDs to ETD Administrator:

1. Submit the dissertation/thesis/project/etc. online to the ProQuest ETD Administrator system at https://etdadmin.com/main/home?siteID=950.

2. Once ETD submission is complete, click on "Print your Details". Save the "ETD DETAILS" page as a PDF and send it to kriegs@gsapp.rutgers.edu

4a) Survey – to be completed by Clinical Students only

Instructions for completing the GSAPP Graduate Survey:

To be filled out by every clinical student prior to graduating. Please go to the following link and complete this 5-minute survey: https://rutgers.qualtrics.com/SE/?SID=SV_3L6VuvOWhkgHppX

After you have completed this, please print up the final "completion" screen that says:

"We thank you for your time spent taking this survey. Your response has been recorded."

Then, please email or give this printed page to Sylvia to document proof that you have completed the survey. Then this obligation can be checked off your list.

Thank you!

Final electronic submissions will be reviewed **after** all requirements and forms are completed and returned to kriegs@gsapp.rutgers.edu.

4b) Survey – to be completed by School Students only

Please provide your dissertation committee Chair with this link to the "**Dissertation Defense Rubric**" form. The Chair completes the form and submits it to Julie after the defense.

5) Provide **"Letter of Completion"** from your internship site to include start and end dates.

6) Check transcripts to make sure all grades are up-to-date.