

Instructions for Research Project I and  
Research Project II Submission &  
MA and PsyD Degree Conferral

Research Project I & MA Degree

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- 1) Submit RPI outline to research advisor by 11:59 pm on June 1 of 2<sup>nd</sup> Year
- 2) Submit first draft of RPI to research advisor by 11:59 pm on September 1 of 3<sup>rd</sup> Year
- 3) Submit final draft of RPI to research advisor by 11:59 pm on December 15 of 3<sup>rd</sup> Year

You will be eligible to receive your Masters Diploma if (1) you are in good standing, (2) have successfully completed your first two years of academic coursework, (3) have successfully completed Research Project I and successfully passed Research Competency I and, (4) have successfully passed Assessment Competency I and II. The following are the procedures you need to follow in order to receive your master's diploma.

Instructions for MA Degree Application

To have the M.A. degree conferred, you will need to do the following after *final draft* has been approved by research advisor:

- 1) Submit Research Project I Approval Form under *Research Project Forms* on CSR Page to **Dawn Basnight in Psychology Office**.
  - a. This must be signed by your research advisor
  - b. Dawn will obtain program director's signature.
- 2) Submit Research Project I Cover/Title Page under *Research Project Forms* on CSR Page to **Dawn Basnight in Psychology Office**.
  - a. This must be signed by your research advisor.
  - b. You do not need to submit entire hard copy of RPI. Only cover page is needed.
- 3) Obtain Application for Graduation from Registrar's Office and submit to **Registrar's Office** with completed information. Deadlines vary by graduation dates (see below).
- 4) Submit the (i) MA Degree Checklist and (ii) MA Degree Completion Forms to **Dawn Basnight in Psychology Office**. They can be found in "M.A. Forms – Cohort 2017-2022 and beyond" under *Graduation Materials* on CSR Page. Deadlines vary by graduation dates (see table below).
  - a. Complete MA Degree Checklist. Use transcript on MyYU to help you.
  - b. Obtain signatures from the following for MA Degree Completion Form
    - i. Academic Advisor, who will attest to whether you completed your requirements without Incomplete grades and are in good standing.
    - ii. Research Advisor, who will attest to whether you have submitted a final draft for your Research Project I and Competencies.

Once Ms. Basnight collects the two forms, she will give them to Dr. McGinn to sign and then she can clear you for receiving your master's diploma. Please note that unless she has signed off on the MA Degree Completion form, she will not be able to sign off on the registrar's form, indicating that you have the requisite permission to receive your MA degree.

Deadlines for MA Forms

Intended Graduation Date	Submit Application to Registrar's Office** by	Submit MA Degree Checklist & MA Degree Completion Form to Psychology Office* by
January 31	November 5	January 1
June 30	March 1	June 1
August 31	March 1	August 1
September 30	March 1	September 1
*Submit this form as soon as possible, but by no later than the listed deadlines. Obtain all necessary signatures on the Degree Completion Form EXCEPT Dr. McGinn's.		
**These dates can change, so please check the academic calendar for the year in question.		

## Research Project II & PsyD Degree

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Please note that the total time from submission of the first draft of RPII to the advisor to submission of final project to the Psychology Office is about 6 months. Below are sample timelines based on the following assumptions:

- a) Faculty members provide feedback on each draft within about 3 weeks (except for the revisions following the oral defense; these should be completed more quickly).
  - b) Students spend about 3 weeks on each complete draft of the RPII.
  - c) Students should be mindful that advisors may have different timelines they follow and should take into account their advisors' and their own vacations.
  - d) Students who wait until close to a graduation deadline to defend will likely find that their advisor and readers need *more* time than usual to provide feedback because they are working with multiple students trying to meet the deadline.
- 1) Refer to “**Secondary Advisor for Research Project II Timeline and Process**” on CSR.
  - 2) Submit proposal to research advisor by 11:59 pm on June 15 of 3<sup>rd</sup> Year
  - 3) Submit “Proposal for Research Project II Form” under Research Project Forms on CSR Page to **Dawn Basnight in Psychology Office**.
    - a. Student must set up meeting with advisor and Dr. Arsenio for approval by Oct 1.
    - b. Dawn will obtain program director’s signature.
    - c. Dawn will scan a copy to student for their records and Dr. Schumpf for externship/internship purposes.
  - 4) Submit “Research Project II Approval” under Research Project Forms on CSR Page to **Dawn Basnight in Psychology Office**.
    - a. Student may complete this form in advance, but this is also provided when the student is scheduling oral defense.
    - b. This must be signed by your research advisor.
    - c. Dawn will obtain program director’s signature.
  - 5) Submit “Research Project II Cover/Title Page” under Research Project Forms on CSR Page to **Dawn Basnight in Psychology Office**.
    - a. This must be signed by your research advisor.
    - b. You do not need to submit entire hard copy of RPII. Only cover page is needed.
  - 6) The following forms are given when student is ready to defend and submitted one month before defense date to **Dawn Basnight in Psychology Office**:
    - a. IRB Approval Form
    - b. Request for Dissertation Reader
    - c. Examiner’s Report on Oral Defense of Research Project
    - d. Committee Acceptance of Revised Psy.D Dissertation

### Deadlines for RPII

Written Proposal	June 15 of 3 <sup>rd</sup> Year
Proposal Meeting	Oct 1 of 4 <sup>th</sup> Year
IRB Application	End of fall semester/Oct 1-25 of 4 <sup>th</sup> Year
Complete paperwork and book room	1 month before defense date
Final draft	3 hard copies submitted two weeks before defense date
Oral Defense	On or before last day of classes of 5 <sup>th</sup> Year
Revised final draft	Within 6 weeks after defense
Approved final draft	Submitted to registrar prior to degree conferral

### RPII Sample Timelines

	Sept 30 Graduation	Jan 31 Graduation	June 30 Graduation	Aug 31 Graduation
First draft to advisor	April 10	August 10	Jan 10	Feb 15
Feedback from advisor	May 1	Sept 1	Feb 1	March 10
Second draft to advisor	May 20	Sept 20	Feb 20	April 1
Feedback from advisor	June 10	Oct 10	March 10	April 20
Third draft to advisor	June 30	Oct 31	March 31	May 10
Feedback from advisor	July 20	Nov 20	April 20	June 1
Fourth draft to advisor	Aug 10	Dec 10	May 10	June 20
Advisor approves sending to readers (readers need to receive paper at least 2 weeks prior to defense)	Aug 31	Dec 31	May 31	July 15
Defense	Sept 15	Jan 15	June 15	Aug 5
Revision (based on feedback at orals) to advisor	Sept 20	Jan 20	June 20	Aug 10
Advisor approves final version; submit to Psych Office	Sept 25	Jan 25	June 25	Aug 15

### Instructions for PsyD Degree Application

To have the Psy.D degree conferred, you must also do the following:

- 1) Obtain Application for Graduation from Registrar's Office and submit to **Registrar's Office** with completed information. Deadlines vary by graduation dates (see below).
- 2) Submit the following materials to **Dawn Basnight in Psychology Office**. Deadlines vary by graduation dates (see below).
  - a. Psy.D Degree Completion in "Psy.D Forms" on CSR Page with signatures\* from:
    - i. Student
    - ii. Academic Advisor
    - iii. Research Advisor
    - iv. Director of Externship and Internship Training (Dr. Jamie Schumpf)
    - v. Psychology Office (Dawn Basnight)
    - vi. Director of Program (Dr. Lata K. McGinn) – **this is obtained by Dawn**
  - b. Copy of final graduation checklist
  - c. Copy of unofficial transcript
  - d. Two CDs or flash drives containing items 1-6
- 3) Submit third CD or flash drive containing items 1-12 to research advisor.

\*Please refer to notes below on pages 6-7 for instructions on ensuring signatures are obtained.

#### Items to Submit:

- 1) Final copy of Research Project I
- 2) CITI Training Certificate
- 3) IRB Approval
- 4) In-House Proposal approved by Research Advisor
- 5) Final copy of Research Project II (with revisions after oral defense)
- 6) Reference list in APA style containing all posters, presentations, publications coming out of your Research Project I or II with all co-authors listed
- 7) Copies of all questionnaires used in the study
- 8) SPSS file containing raw data
- 9) Outputs of data analyses
- 10) Powerpoint presentations, handouts, posters, abstracts for symposia etc. coming out of your Research Project I or II
- 11) PDFs of all publications coming out of your Research Project I or II
- 12) Copies of all articles, chapters, etc. used in Research Project I and II

Once Ms. Basnight collects all the forms, she will give them to sign and then Dr. McGinn can clear you for graduation. Please note that unless Dr. McGinn has signed off on the PsyD Degree Completion form, she will not be able to sign off on the registrar's graduation form, indicating that you have the requisite permission to receive your diploma.

## Deadlines for Psy.D Forms

Intended Graduation Date	Submit Application to Registrar's Office** by	Submit Psy.D Degree Completion Form, Final Graduation Checklist, Unofficial Transcript, & 2 CDs/Flash Drives to Psychology Office* by
January 31	November 5	January 1
June 30	March 1	June 1
August 31	March 1	August 1
September 30	March 1	September 1
*Submit this form as soon as possible, but by no later than the listed deadlines. Obtain all necessary signatures on the Degree Completion Form EXCEPT Dr. McGinn's.		
**These dates can change, so please check the academic calendar for the year in question.		

### **\*How to Obtain Signatures for PsyD Degree Completion Form:**

1. Successful Completion of all Graduation Requirements (student): Students must read through and fill in all the dates required throughout the form and sign to indicate that they have completed all requirements for the PsyD degree.

a. Successful Completion of Academic Requirements:

- Students should make sure they have taken all required courses, and that they have completed 116 credits.
- Students should make sure all Incompletes and other grades are resolved before obtaining their academic adviser's signature.
- Students will have to submit an unofficial copy of their transcript and their completed graduation checklist to their academic adviser as proof of completion of all required coursework.
- Please note that if students have not finished all required and elective courses totaling 116 credits, they will not be able to graduate.

b. Successful Completion of Research Requirements:

- Students should make sure they have successfully completed their Research Project I, Research project II, oral defense and all changes required by their oral defense committee on Research Project II.

c. Successful Completion of Clinical Training Requirements:

- Students should make sure they have successfully completed two years of externship training and two years of in-house training at the Parnes Clinic.

2. Successful Completion of Academic Requirements (Academic Adviser): After you have signed the form and filled out all the dates, please go to your academic adviser with a copy of your graduation checklist and your graduation checklist. Your academic adviser will review your transcript and graduation checklist and then sign off on the appropriate place in the form. Please

be aware that in your fifth year and beyond, your research adviser becomes your academic adviser as well.

3. Successful Completion of Research Requirements (Research Adviser): After you have obtained your academic adviser's signature, please obtain your research adviser's signature.

- Your research adviser will sign off only after you have successfully completed RP I, your oral defense, and the final Research Project II (including all changes required by the oral defense committee), and after all you have successfully submitted the CD containing the items 1-12.
- Please note that if you do not have e-copies of this, the materials will have to be scanned in.

4. Successful Completion of External Clinical Training Requirements (Director of Externship and Internship Training): The successful completion of your in-house clinical training requirements (assessment and therapy) will be reviewed by your academic adviser as they will be reflected in your transcript. Please get this section of the form signed by Dr. Schumpf.

- The Director of Externship and Internship training will determine if you have successfully completed your field training requirements (two externships and an internship).
- It is your responsibility to make sure that Dr. Schumpf has received all your attestation forms, mid-year evaluations and end of year evaluations from all your externships and internship sites.
- Please make sure to check-in with Dr. Schumpf and your Externship and Internship supervisors about attestation forms and evaluations that must be handed in before Dr. Schumpf can change the grade for internship and sign off on the form.
- Please note that we cannot permit you to graduate until we received all signed attestation forms and evaluation forms indicating have completed your externship and internship hours and your signed attestation form has been handed to Dr. Schumpf. If any material is missing, she will not be able to sign off on your PsyD Degree Completion form.
- Please also note that if your internship is not completed until end of August, you will not be able to receive a June degree. If you have successfully completed your oral defense, and the only remaining requirement is your internship, you will be permitted to attend commencement ceremonies in May but will not receive your degree until June 30th or September 30th depending on when your internship ends and when we receive signed attestation forms and end of year evaluation forms from your internship attesting that you have successfully completed your internship.
- Dr. Schumpf will sign the field clinical training portion of your PsyD Degree Completion form when all materials have been submitted.