

CLINICAL PROGRAM (PSYD) PROCEDURES FOR GRADUATION

Dear students,

The following are the procedures you need to follow in order to receive your diploma. **Please review and save this document**, which outline all of the procedures and requirements to graduate. This document contains these **procedures for graduation, Instruction to complete the PsyD Degree Completion form** and the **PsyD Degree Completion form itself**. I encourage you to begin collecting materials as you go through the program and begin the process of getting signatures as early as possible so that you are able to graduate on time. Even if you are not ready to graduate as yet, please review (and save) this document as it will be helpful for you to collect required materials as you go along rather than at the end when you will face a time crunch.

There are four possible graduation dates: *June 30th, August 31st, September 28th (this date can change based on the Jewish holidays so please check the date with registrar for the year in question) and January 31st*. To meet these graduation dates, you will have to follow the following deadlines for **submitting your application for graduation** (see item 1) and **your PsyD Degree Completion form** (items, 2, 3, and 4).

In order to graduate, you need to:

1. **Complete and submit your application for graduation through the registrar's office.** You need to obtain the graduation application form from the registrar's office and complete and submit it to them. The deadline for application through the registrar's office is the following: March 1st if you intend to graduate by June 30th, August 31st, or September 28th and October 1st if you intend to graduate by January 30th.
2. **Submit the following materials to Ms. Dawn Basnight (Basnight@yu.edu) in the psychology office**
Please note the following deadlines for submission of all four items. All four items below should be submitted to Ms Basnight as early as possible but no later than June 1st (for June 30th graduation), August 1st (for August 31st graduation) September 1st (for September 30th graduation) and January 1st (for January 30th graduation).
 1. Complete and submit the signed PsyD Degree Completion form (**the form and instructions to fill it out are attached here and are included below**)
 2. A copy of your final graduation checklist.
 3. A copy of your unofficial transcript
 4. Two CDs or flashdrives containing items 1-6 (**instructions noted below**) (please note that the third CD/flashdrive, containing items 1-12 has to be submitted to your research advisor)

Please submit the PsyD Degree Completion form to Ms. Basnight after you have obtained all signatures **except mine** (the procedure for obtaining all the other necessary signatures for the attestation form is outlined in the PsyD Degree Completion Instructions sheet - noted below and attached here). Once Ms. Basnight collects all the forms, she will give them to sign and then I can clear you for graduation. She will then file your form in the psychology office folder.

Please note that unless I have signed off on the PsyD Degree Completion form, I will not be able to sign off on the registrar's graduation form, indicating that you have the requisite permission to receive your diploma.

Sincerely,

Lata K. McGinn

Lata K. McGinn, PhD
Associate Professor of Psychology
Director, Clinical Program

INSTRUCTIONS TO COMPLETE THE PSYD DEGREE COMPLETION FORM

The following are instructions regarding how the form must be completed. Please note that this form requires the following signatures. Please note that it is your responsibility to obtain all needed signatures (except for the program director's signature):

1. **Student**
2. **Academic Advisor**
3. **Research Advisor**
4. **Director of Externship and Internship training (Dr. Jamie Schumpf)**
5. **Psychology Office (Ms. Dawn Basnight)**
6. **Director of the Program (Dr. Lata K. McGinn)**

1. **Successful Completion of all Graduation Requirements (student)**: Please read through and fill in all the dates required throughout the form and sign to indicate that you have completed all requirements for the PsyD degree.
 - a. **Successful Completion of Academic Requirements**: Please make sure you have taken all required courses, and that you have completed 116 credits (Please make sure all Incompletes and other grades are resolved before having your academic advisor sign off on the academic area. You will have to submit an unofficial copy of your *transcript* and your *completed graduation checklist* to your academic advisor as proof of completion of all required coursework. Please note that if you have not finished all required and elective courses totaling 116 credits, you will not be able to graduate.
 - b. **Successful Completion of Research Requirements**: Please make sure you have successfully completed your *Research Project I*, *Research project II*, *oral defense and changes required by your committee on Research Project II*.
 - c. **Successful Completion of Clinical Training Requirements**: Please make sure you 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 Advisor)**: After you have signed the form and filled out all the dates, please go to your academic advisor with a copy of your graduation checklist and your graduation checklist. Your academic advisor 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 advisor becomes your academic advisor as well.**
3. **Successful Completion of Research Requirements (Research Advisor)**. After you have obtained your academic advisor's signature, please obtain your research advisor's signature. Your research advisor will sign off only after you have successfully completed Research Project 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:

Submit one **CD or flashdrive** (based on preference) to your research advisor with the following (they will sign off on their portion of the PsyD Degree Completion form after they have received this).

1. Final Copy of your final 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. A 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

Item #4, the in-house proposal, is the proposal that describes your Research Project II. This was given to your research advisor and permitted you to apply to internship. People who did not have to apply for IRB approval still needed to have submitted this in-house proposal and the IRB approval that your advisor may have received for the overall project.

Item #6 requires a list of references in APA format for any posters, presentations, or publications you were involved in.

Item # 10 requires copies of the powerpoints, posters, etc. for these presentations from your Research Project I and II.

Item # 12 requires copies of all references used in your Research Project I and II

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 advisor 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 the 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.

5. Successful submission to Psychology Office (Ms. Dawn Basnight)

Once you have received all above signatures on your PsyD Degree Completion form, please submit the following 4 materials to Ms. Dawn Basnight and obtain her signature.

1. PsyD Degree Completion form signed by everyone except the program director)
2. A copy of your graduation checklist
3. Copy of your unofficial transcript
4. Two CDs containing the 6 items:
 - a. Copy of your final Research Project I
 - b. CITI Training Certificate
 - c. IRB Approval
 - d. In- House Proposal Approved
 - e. Final Copy of Research Project II (with revisions after oral defense)
 - f. A reference list in APA style containing all posters, presentations, publications coming out of either Research Project I or II (list full reference including all co-authors)

6. Successful Completion of the PsyD Degree (Program Director)

Ms Basnight will give your form to the program director to sign. The program director will then sign it to attest that you have successfully completed all requirements and are eligible for graduation. After this is signed, the program director will sign off on the registrar's graduation form, indicating that you have the requisite permission to receive your diploma.

PSYD DEGREE COMPLETION FORM
CLINICAL PROGRAM
FERKAUF GRADUATE SCHOOL OF PSYCHOLOGY
YESHIVA UNIVERSITY

To be submitted to Ms. Dawn Basnigh no later than June 1st for June 30th degree, August 1st for August 30th degree, September 1st for September 30th degree and January 1st for January 30th degree

Name of Student: _____
YU ID Number: _____
APA ID number: _____
Year of Entry: _____
Date of Graduation: _____

1. Successful Completion of Requirements (Student)

I attest that I have successfully completed my graduation requirements for the Clinical Psychology PsyD degree. I certify that I have successfully completed the 116 credits of coursework, two externships, a year-long internship, my oral defense, my Research Project I, and the final version of my Research Project II, making all revisions requested at my defense, to my Research Advisor. I have also submitted all materials including 2 CDs/flashdrives with the required information specified below to Ms. Dawn Basnigh. I have also submitted one CD containing the 12 specified items below to my research advisor. This form certifies that I have made an appointment with my Academic Advisor, my Research Advisor, and the Director of Field Training to obtain signatures further attesting my accomplishments.

Print Name

Signature

2. Successful Completion of Academic Requirements (Academic Advisor)

To be completed by academic advisor (please note that your research advisor becomes your academic advisor in your fifth year and beyond).

I have read the student's **graduation checklist** and **unofficial transcript** and I certify that he/she has completed all required coursework (116 credits).

Print Name

Signature

3. Successful Completion of Research Requirements (Research Advisor)

To be reviewed by Research Advisor (CD to research advisor must contain items 1-12):

1) Research Project I: Review of the Literature

Date of Approval: _____

2) CITI Training Certificate: Date Training Completed: _____

3) IRB Approval: Date Approval Received: _____

4) In- House Proposal Approved: Date of Approval: _____

5) Research Project II: Date of Approval: _____

6) A reference list in APA style containing all posters, presentations, publications and 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) Pdf copies of Publications coming out of your Research Project I or II

12) Pdf copies of all articles, chapters, etc. used in Research Project I and II

RACER II (indicate Pass or High Pass): Research Advisor _____

Committee member #1 (name) _____ Pass or High Pass _____

Committee member #2 (name) _____ Pass or High Pass _____

Did the student make the required revisions to his/her Research Project II requested by her Defense Committee at his/her Oral Defense? Yes or No

I have reviewed the student's research materials and I can attest to the completion of the above requirements. The student has also provided me with a copy of a CD containing items 1-12.

Print Name

Signature

4. Successful Completion of Field Training Requirements (Director of Externship and Internship Training)

To be completed by Director of Field Training:

Externship 1 Site: _____

Date of Completion _____

Attestation Form received indicating Successful Completion: YES NO

Externship 2 Site: _____

Date of Completion: _____

Attestation Form received indicating Successful Completion: YES NO

Externship 3 Site: (elective) _____

Date of Completion: _____

Attestation Form received indicating Successful Completion: YES NO

Internship Site: _____

Date of Completion: _____

Attestation Form received indicating Successful Completion: YES NO

Date received: _____

Distributed Internship III and IV Grade Change

Date Processed: _____

I have reviewed the student's file and I can attest to the successful completion of the above requirements.

Print Name

Signature

5. Successful submission to Psychology Office (Ms. Dawn Basnight)

1. PsyD Degree Attestation form (signed by all except program director)
2. A copy of your graduation checklist
3. Copy of your unofficial transcript
4. Two CDs containing the 6 items listed:

1) Final copy of Research Project I: (please note date of Approval): _____

2) CITI Training Certificate: Date Training Completed: _____

3) IRB Approval: Date Approval Received: _____

4) In- House Proposal Approved: Date of Approval: _____

5) Final Research Project II: Date of Approval: _____

6) A reference list in APA style containing all posters, presentations, publications and all co-authors listed

I hereby attest that I have received and reviewed the 4 items above, including the two CDs to confirm that they contain items 1-6.

Print Name

Signature

6. Successful Completion of the PsyD Degree (Program Director)

I certify I have reviewed all the above requirements and I can attest that the student has successfully completed all requirements and is now eligible for graduation.

Program Director

Signature