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PSY.D. DISSERTATION GUIDELINES
COUPLE AND FAMILY THERAPY PROGRAM



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General Information

The Psy.D. represents completion of a course of study that provides integrated training in the skills and techniques of an applied discipline along with academic scholarship and research. The characteristics common to all CFT Psy.D. dissertations are that they make an original, significant contribution to the field of psychology and marriage-family therapy, reflect the integration of practice and scholarship, are of publishable quality, and demonstrate competence in evaluating the literature and practice in a specialization area. **Topics must be in the field of marital and family therapy. In keeping with program objectives and values, topics addressing multicultural diversity and multinational issues are strongly encouraged.**

Students are assisted and directed by two separate structures, two advanced research methods courses and the dissertation committee, particularly the chairperson. The dissertation committee chairperson has the responsibility for guiding and directing the dissertation. Therefore it is important to involve the faculty chairperson early in its development. Committee members provide a supportive, less extensive role. See following sections for more detail on the role of committee chairs and members.

Students are sometimes confused about the extent to which this is an independent process and how that relates to the student-committee relationship in determining the scope, content, and quality of the dissertation. Though it is largely an independent process, faculty are responsible for providing support and direction and are responsible for the overall quality of the dissertation. This means that everything from topic selection to design of the project is determined by faculty members of the committee, particularly the chair. Students can expect to meet frequently with their chairperson in developing the dissertation and to review multiple drafts. Frequency of contacts, whether by person, by e-mail, or phone should be negotiated directly with the chairperson. Similarly, both faculty members and student should specify turnaround time for reading drafts. **Two weeks are generally needed for reading drafts of the dissertation;** both parties should specifically note exceptions for either more or less time.

Dissertation Type(s): Consistent with program outcomes and curriculum, the CFT Psy.D. Program encourages quantitative or qualitative dissertations or some combination of the two. The following list provides examples of some of the research designs to consider. For more information consult research methodology texts.

Descriptive	Phenomenology
Grounded Theory	Formal Case Studies (Sprenkle)
Correlational	Single-case Designs
Causal-comparative	Experimental
Quasi-experimental	Meta-analytic literature reviews
Program evaluation	Structured Observation
Experimental Designs	
Ethnography	

The Psy.D. CFT Dissertation Committee

The dissertation committee consists of a minimum of three members. The chair and at least one member of the committee must be full-time members of the CFT Core Faculty. [See Form 1 – Chair/Member Agreement Form](#) for obtaining approval of the dissertation committee.

Procedures for approval of non-core Faculty Committee Members. Non-Core Faculty Committee Members must a) hold an earned doctorate in psychology, MFT, or a field pertinent to the dissertation topic, and b) have demonstrated competence in the topic area. Application for non-core Faculty Committee members must be approved by the home Branch Director or by the Systemwide Program Director. Application is made by filing the appropriate form ([Form 1 – Dissertation Committee Chair/Member Agreement Form](#)), a statement of rationale for membership, and a vita of the proposed member.

Non-Eligibility. The following examples involve relationships which would make an individual ineligible for Committee membership because of possible conflict of interest: a) personal therapist of Candidate b) business associates, employees, employers of Candidate, c) co-psychological assistants of the Candidate reporting to the same employer, d) relatives of the Candidate, and/or e) graduates of CSPP/Alliant- within the past three years.

Changes in Committee membership: On rare occasions a chair or member may be changed. To provide continuity of guidance, such changes should be made only when unavoidable. [See Form 2 – Committee Membership Change](#) which is completed and submitted to the Branch Director or Systemwide Program Director for approval and guidance.

Role of the Dissertation Committee Chairperson. The chair is responsible for supervising the scope and design of the research, the development of the written proposal, the conduct of the research, and the preparation of the final document. In doing so, the chair asserts that the dissertation is academically sound, is clearly and correctly written, and provides an original contribution to the field.

The chair is also responsible for ensuring that the student follows both professional and University guidelines for the protection of human subjects and that he or she obtains necessary permission to conduct the research before initiating subject/participant recruitment and data collection, e.g. prior to the proposal meeting.

The chair must approve the proposal and final document before the student distributes copies to the committee and before the committee can meet formally. Thus, the chair must attest that the dissertation is ready for defense before a date for the defense can be set.

The chair is not an editor. The student has the responsibility of editing the document so that it complies with the appropriate format and is written in Standard American English. A professional editor may be necessary and should be involved as early as the proposal phase of writing the dissertation. *The chair is responsible for assuring that the document meets these requirements before it is approved for submission and may recommend or require that the student use an editor.*

Role of Dissertation Committee Members: Committee members are responsible for meeting with the student individually and as a group. Individual meetings generally discuss selected aspects of the work.

Committee members are committed to attend two in-person (or video-conference) committee meetings: the proposal meeting and final oral defense. Although members may consult on various portions of the dissertation, their role is considerably less extensive than that of the chair. They are responsible, however, for reading and critiquing preliminary versions of the proposal and dissertation and voting to pass or fail the proposal and defense of the dissertation.

The Psy.D. CFT Dissertation Proposal and Meeting

Proposal Should Include:

- A clear, explicit and detailed description of the issues, question, or problem to be addressed
- A focused, scholarly synthesis of the relevant literature that provides a rationale for the significance of the issues, question, or problem addressed
- A discussion of the methodology (e.g., participants, procedures, data analysis, etc.)

For most types of dissertations, the above information constitutes the first two or three chapters of the dissertation, which is essentially all the material up to the actual collection of data and analysis. See following section on manuscript format.

Students must not collect data prior to satisfactory completion of the proposal meeting and approval of the proposal, as well as approval by the IRB. If a pilot study is to collect data for some aspect of the study, approval by the committee and IRB must be obtained. IRB approval can be obtained either before or after the proposal meeting.

Purpose of the Proposal Meeting:

- Ascertain the feasibility of the proposed study/project
- Answer any questions that are unclear from the written proposal
- Raise potential difficulties that might not have occurred to the student regarding the conduct of the proposed research and suggest alternatives where possible
- Clarify any issues regarding procedural details, rationales for selection of methodology, instrumentation, subject/participant pool and so forth that would need to be corrected in order to facilitate the completion of the proposed study

The student is expected to be able to answer questions about all aspects of the proposal and must *demonstrate understanding of the literature, methodology, and any statistical procedures or analyses that might be involved in the study. The proposal document is a 'finished' document appropriately formatted and edited.* The proposal meeting should not serve primarily as a working committee meeting. Typically, however, there will be alterations or changes made at the meeting.

Definition of Outcomes

Pass – the document is satisfactory and requires no substantive modifications and/or additions. Only the Chair needs to supervise and sign off on required editorial changes in the document.

Conditional Pass – remedial but substantive changes required on the document and/or study; the chair will review the revised document for necessary changes. The chairperson is ordinarily responsible for approving revisions made to the proposal. Submission of the final version occurs once the chair approves and signs [Form 3 – Proposal Meeting Evaluation](#).

Failure – significant and essentially non-remediable deficiency in the manuscript. Committee should document all problem areas and remediation and/or new requirements. In all failures, a second proposal meeting must be held. If the committee approves the revised proposal at the second proposal meeting, they pass the student and sign [Form 3 – Proposal Meeting Evaluation](#).

Approval of the dissertation proposal constitutes an agreement between the student and dissertation committee. In effect, the committee agrees that conducting and analyzing the research *as proposed and approved* will yield a database suitable for dissertation level research. Acceptance of the proposal, however, does not guarantee the acceptability of the finished dissertation.

Minor changes in procedure, design, or analysis may sometimes be necessary after the actual study has begun. If these changes are minimal (for example, a slight change in instructions), then the chair alone can approve them. If major changes are necessary (reduction in sample size, change in design, etc.), then student should first secure the chair's approval and then discuss the changes with the committee. It is important to secure the full committee's endorsement of major changes in writing, either with or without a committee meeting.

Final manuscript

Style and Format

See ***“Formatting Manual & Forms”*** tab on the link below.

<http://alliant.libguides.com/content.php?pid=491028&sid=4853556>

The APA Publication Manual is primarily for submitting papers for journal publication, so it lacks guidelines specific to dissertations and doctoral projects. To fill this gap, Alliant has created systemwide guidelines for you to follow. This document provides details on those guidelines.

Chapter Organization

The following is a recommended format for the dissertation document, including guides as to number of pages for each chapter. However, chapter organization and length may be modified with the approval of the committee to maximize the coherence, logic, and readability of the document. For example, the dissertation could be a four chapter dissertation where the first two chapters or the last two chapters are combined,

Chapter 1 – Introduction and Statement of the Problem*

Chapter 1 is an Introduction and Statement of the Problem (approximately 5 to 15 pages). Introduction and statement of the problem starts with a broad general area of interest and then focuses to a highly specific topic. It identifies the need for the study from an applied perspective and its significance. This is also the section where the terms used in the study are defined.

Chapter 2 – Literature Review

This involves a conceptualization of the research question in the context of current theory and practice. This is a focused, scholarly synthesis of the relevant literature specifying and justifying the problem or controversy addressed in the dissertation. Major terms, concepts, and assumptions are often explained

here. Quotes should be minimal, if used at all. Typically this discussion is completed in a maximum of 70 pages.

Chapter 3 – Method

Description of methods used to collect and organize data. The research design and justification should go at the beginning of this chapter. This discussion typically involves 20 or fewer pages.

The order of this chapter should be as follows:

- Research design/type of study
- Participants, sampling, recruitment, including protection of human participants
- Measures and/or instrumentation (e.g. interviews, semi-structured interviews).
- Instruments must include data on reliability and validity or include methods of validation in case of a qualitative design.
- Data collection procedures
- Data analysis/presentation of data
- Limitations.

*If a student chooses to do a qualitative design like Narrative Inquiry or auto ethnography, the number of chapters and the layout may differ based on the qualitative approach used.

Chapter 4 – Results

Presentation and analysis of data. The chief goal of this chapter is to provide information relevant to the issues identified in Chapter 1. Typically, this chapter begins with a presentation of the demographics of the participants.

Chapter 5 – Discussion

Observations and discussion of the implications of the data, relationship with reviewed literature, limitations of the research (methodology, design) implications/recommendations to future research and clinical implications.

References – follows final chapter, includes all references cited in the dissertation

Appendices

Publication-Length Dissertations

Students may elect to submit their final dissertation to the library in publication length (approximately 30 pages). Students who choose this option are expected to complete a full-length literature review for the proposal meeting; for the defense meeting, students will replace the full-length literature review with an abridged literature review, and students will include the full-length literature review as an appendix. Students should include other important elements (e.g., informed consent, interview protocols, interview schedules, measure items, result tables) as appendices (these elements may be submitted as potential supplementary online material when the manuscript is submitted for publication review).

Dissertation Oral Defense

The oral defense meeting occurs following approval of the final document by the chair of the dissertation committee. The defense is scheduled so that committee members have two full weeks to read/evaluate the final document. The final document should be formatted per the instructions, be free of typos and grammatical errors. The oral defense begins with a brief presentation/summary of the study, its results and implications. This typically involves 15-20 minutes and may include a power point presentation. The oral defense is perceived as an oral examination of the student's competence with respect to independent scholarship and research. The student should be able to explain the rationale for choices that he or she made in designing and conducting the study and in writing the dissertation, discuss the limitations of his/her methodology (and statistical procedures) and discuss the results by placing them in the context of existing theory and research.

The following guidelines apply for the oral defense:

1. Because the oral defense is a solemn occasion and the culmination of an individual's formal academic training, professional decorum should be maintained.
2. The meeting is only open to the **University** community (faculty and other students).
3. All committee members must be present for the oral defense. Video-conferencing by some committee members may be acceptable. The committee chair should approve this.
4. Consult with committee about the use of video, cameras and tape recorders during the defense.

The defense lasts between one to two hours. At the conclusion of the defense, the committee chair dismisses any visitors and asks the student to leave the room. The committee then takes two votes: (1) whether to pass the written document pending any revisions directed by the committee, and (2) whether to pass the oral defense. If the document is failed, the oral defense automatically fails; however, it is possible to pass the document and fail the oral defense. In this case, the student must schedule a second defense.

Definition of Outcomes

Pass – the document and oral defense are satisfactory and require only minor modifications and/or additions. Only the Chair needs to supervise and sign off on required editorial changes in the document.

Conditional Pass – remedial but substantive changes required on the document and/or study; If the outcome is a conditional pass then they sign Form 5 – Dissertation Defense Evaluation, check Conditional Pass. The chair and committee members will review the document for necessary changes. The chairperson is ordinarily responsible for approving revisions of the written dissertation made after the defense. Committee members, however, may also ask to approve changes. Submission of the final version occurs only after all committee members approve revisions by initialing, dating, and checking 'Pass' on [Form 5 – Dissertation Defense Evaluation](#).

Failure – significant and essentially non-remediable deficiency in the manuscript and oral exam. Committee should document all problem areas and remediation and/or new requirements. The Chair will complete Form 6 and turn it into the Office for Academic and Administrative Support. In all failures, a second oral defense must be held.

If the student fails the Dissertation Oral Defense the second time, the student will be recommended for dismissal from the program.

Dissertation Steps

STEP 1 – Forming the Dissertation Committee and Procedures

Completion of the following requirements is mandatory prior to forming a dissertation committee:

- Completed and passed CFT Doctoral Exam
- Completed doctoral level research courses (PSY9324 and PSY9325)
- Broad area of interest identified (not required, recommended)

Refer to Section III of this handbook for policies concerning dissertation committee membership eligibility. Note that if a non-core faculty member is desired for committee membership, his/her vita must be attached to [Form 1 – Dissertation Committee Chair/Member Agreement](#) for approval by the Branch Director.

Forms used in forming the dissertation committee are submitted to the Program Director. Forms are found in [Appendix A](#) under section titled, Step 1- Forming the Dissertation Committee and Procedures Forms. The signature of the chairperson is needed on Form 1 before you can sign up for dissertation credits.

[Form 1 – Dissertation Committee Chair/Member Agreement Form](#)

[Form 2 – Committee Membership Change](#)

STEP 2 – Proposal and Proposal Meeting

Refer to previous sections describing the proposal including the content. For most dissertations this involves writing the introduction, literature review and methodology sections. Committee chair supervises this process, reviews drafts and approves the proposal for the proposal meeting. If appropriate, IRB forms and consent forms are written. (See Step 3 below for IRB instructions.)

- Proposal final draft submitted to committee two weeks before meeting
- Any IRB from previous pilot study or other forms required submitted as appropriate
- Bring copy of [Form 3 – Proposal Meeting Evaluation](#) to proposal meeting.
- After proposal meeting, committee members and Branch Director sign [Form 3 – Proposal Meeting Evaluation](#) if the outcome is a Pass.
- If it is a Conditional Pass, the chairperson and the committee members will sign [Form 3 – Proposal Meeting Evaluation](#) and check 'conditional Pass.' Chair must attach to this Form 3 a written feedback listing the changes and revisions required in order for the Psy.D. Proposal to be fully approved. The student will read the feedback and sign on Form 3 stating that he/she understands the changes and revisions required in order for the Psy.D. proposal to be fully accepted. Once the chairperson reviews and accepts the revised proposal, he/she will initial Form 3. Then, the student will obtain the signature of the Branch Director on Form 3. The student will then submit Form 3 to the academic and Administrative Support Office on their campus.
- If the outcome is Fail, the committee members, the chairperson and the Branch Director will sign Form 3 and check 'Fail.' The form needs to be turned into the Academic and Administrative Support Office on the student's campus. In the event of a failure, a second proposal meeting must be held and new forms have to be signed.

STEP 3 – IRB Procedures

- Below you will find the contact information and e-mail addresses for each of Alliant’s IRBs campuses:
 - **San Diego/Irvine/ /Los Angeles/Sacramento/Fresno/Mexico City**
IRB information, please refer to IRB website:
[https://my.alliant.edu/ICS/Alliant_Departments/IRB - Institutional Review Board/](https://my.alliant.edu/ICS/Alliant_Departments/IRB_-_Institutional_Review_Board/)
Correspondences to: alliant-irb@alliant.edu
Contact: Hiroko Ida, Institutional Review Board Manager

Many IRB related questions can be answered by looking up the IRB website available through the portal: Under Quick Links click on Alliant Departments>IRB (Inst.Rev.Board-Human Research Participants)>IRB Main. From the main page, you may also access your campus specific IRB page. Please remember to log on to “myAlliant” before proceeding, otherwise the forms will not be accessible.

In the IRB page you will find the forms you need and a FAQ section. It is recommended you review the FAQ section. The IRB Application Protocol Form has a check list at the end that must be completed. IRB board will not review an incomplete protocol application.

STEP 4 – Data Collection, Analysis & Report

Once you have IRB approval with stamped consent forms and you have received your participants signed consent, you may proceed with data collection, analysis, and report writing. See information above for description of what is included in Chapters 3, 4, and 5 of the report writing.

STEP 5 - Oral Defense

The Oral Defense/Exam may be scheduled once the manuscript is in final form and approved by the chair of the dissertation committee. This means that the results and discussion chapters have been reviewed and approved. The Chair approves the final document and scheduling of the oral defense.

The process generally involves:

- Student coordinates date, time and room location of defense with Committee members directly. When your date is confirmed, please contact HelpDesk to reserve a room: helpdesk@alliant.edu.
- The student completes [Form 4 – Notice of Dissertation Defense](#), obtains signature from the chair and submits it to the Academic and Administrative Support office on their campus two weeks prior to the defense. The Academic and Administrative Staff will place the copy of the notice in your student file and also post a flyer announcing the title, student, date, time and location of the defense around the campus. The staff also send it out as an email to the campus community.
- The chair will preside over the defense proceedings. During the defense, the student will make a 30 to 45 minute presentation and will describe the dissertation in detail. A majority of this time should be spent detailing the material from Chapters Four and Five. After the oral presentation, the student should be prepared to answer any relevant questions. The defense must provide an opportunity for the faculty and students to ask questions and to offer constructive criticism.

- After the presentation and question sections, the student and all others present will exit the room. The committee will discuss and determine the outcome of the dissertation defense. See below regarding a definition of the outcomes.
- The student should complete and bring to the defense, [Form 5 - Dissertation Defense Evaluation](#) and the Library Dissertation Clearance form. If the outcome of the defense is an unconditional pass, then following the oral presentation and committee deliberation, the student turns in the signed Form 5 - Dissertation Defense Evaluation to the Academic Administrative Support office on their campus and the Library Clearance form to the Library.
- If the student receives a fail, the dissertation document has to be revised and another oral exam scheduled. The signed Form 5 should be turned into the Academic Administrative Support office on their campus.
- If student receives a conditional pass, the chairperson and the committee members will sign [Form 5 – Dissertation Defense Evaluation](#) and check ‘conditional Pass.’ Chair must attach to this Form 5 a written feedback listing the changes and revisions required in order for the Psy.D. Dissertation to be fully approved. The student will read the feedback and sign on Form 5 stating that he/she understands the changes and revisions required in order for the Psy.D. Dissertation to be fully accepted. Once the chairperson reviews and accepts the revised proposal, he/she will initial Form 5. The initials of the committee members must also be obtained if they want to oversee the revisions as well. Otherwise fill in NA in the space where committee member initials are required. Then, the student will obtain the signature of the Branch Director on Form 5. The student will then submit Form 5 to the academic and the Library Dissertation Clearance Form to the Systemwide Program Administrator (who works with the Systemwide Program Director). The Systemwide Program Director will sign the Library Clearance Form, and the Systemwide Program Administrator will enter dissertation title and final defense evaluation in the program outcome data base.

Definition of Outcomes for Dissertation Oral Exam/Defense

Pass – the document and oral defense are satisfactory and require only minor modifications or additions. Only the Chair need supervise and sign off on required editorial changes in the document.

Conditional Pass - remedial but substantive changes required on the document and/or Study; the chair and committee members will review the document for necessary changes. The chairperson is ordinarily responsible for approving revisions of the written dissertation made after the defense. Committee members, however, may also ask to approve changes. Submission of the final version occurs only after all committee members approve and initial [Form 5 - Dissertation Defense Evaluation](#).

Failure – significant and essentially non-remediable deficiency in the manuscript and oral exam. Committee should document all problem areas and remediation and/or new requirements. In all failures, a second oral defense must be held.

If the student fails the Dissertation Oral Defense the second time, the student will be recommended for dismissal from the program.

STEP 6 – Online Library Submission and Graduation Package

Students should complete the revision process after the oral defense as quickly as possible as they will continue to pay tuition until their dissertation is submitted to the library. After completion of the revisions and getting appropriate signatures on Form 5, the student has to follow the University's policy on dissertation clearance. Students should contact their campus librarian for instructions regarding online submission of their completed, approved dissertations. See <http://alliant.libguides.com/LibraryClearance> for additional information and forms. Following the successful submission of the dissertation to the library, please request from the Academic and Administrative Support Office on your campus a graduation checklist to complete the process.

1. **FORMAT:** your final draft: follow both APA and Alliant's style guidelines. See *"Formatting – 6th Ed. APA Guidelines"* and *"Formatting Manual & Forms"* tabs.
<http://alliant.libguides.com/LibraryClearance>
2. **LIBRARY DISSERTATION CLEARANCE FORM:** obtain program director, chair, and committee member approval of the revised document in writing on the "Library Dissertation/Doctoral Project Clearance Form." See *"Formatting Manual & Forms"* tab.
<http://alliant.libguides.com/LibraryClearance>
*Note that Sections 1 of the Library Dissertation/Doctoral Project Clearance Form must be signed by the dissertation/doctoral project committee and the Program Director after all final edits have been made and approved. Committee signatures on the form indicate that the student has successfully defended the dissertation and that the final written dissertation/doctoral project as submitted to the library is acceptable in content and format. The Program Director signature indicates that the student has successfully completed all program requirements related to the dissertation (e.g., submitted departmental forms or any supplemental documentation the program requires for the dissertation/doctoral project.)
3. **CATALOGING FORM:** Complete the "Alliant Library Dissertation/Doctoral Project Cataloging Form," found under the *"Formatting Manual & Forms"* tab above.
<http://alliant.libguides.com/LibraryClearance>
4. **CONTACT THE LIBRARY:** Phone or send email to Erin Schmidt 949-812-7454, eschmidt@alliant.edu to schedule a preclearance meeting. When you meet with the dissertation clearance representative, bring the following two items:
 - a. Signed "Library Dissertation/Doctoral Project Clearance Form" (scanned copies are acceptable).
 - b. Completed "Alliant Library Dissertation/Doctoral Project Cataloging Form." During this meeting, the DCR verifies that the Library Dissertation/Doctoral Project Clearance Form has been signed by the dissertation/doctoral project committee and the Program Director. If the form is not signed, the student is ineligible for final library clearance. Scanned or fax copies of original signatures are acceptable.
5. **SUBMIT:** After this meeting, you can then upload an electronic (pdf) copy of the manuscript to ProQuest. See *"Submitting to ProQuest ETD"* tab. <http://alliant.libguides.com/LibraryClearance>
 - a. As soon as you upload, library staff is notified that your dissertation is ready for review. This review does *not* include proofreading.
 - b. Within three business days of your submission, you will receive e-mail notification of revisions you need to make, if necessary. Make the changes and re-upload. Repeat until all necessary revisions have been made and the library approves the format.
 - c. If this three day period must be extended due to unusual circumstance, the DCR will

notify the student about when he or she can expect feedback.

- d. The student repeats this process until the document is acceptable. Allow three business days for review of any revised, re-uploaded version of the manuscript. The time frame for completing the entire clearance process will vary depending on the time of year (e.g., allow more time as graduation or other due dates approach), the extensiveness of problems, responsiveness of the student to initial feedback, etc.
6. **ACCEPTANCE!** Once the manuscript has been accepted, the DCR officially verifies that the electronic version has been uploaded to ProQuest and Cleared. Library DCR complete "Section 3" of the Library Dissertation/Doctoral Clearance Form and sends the form to the Registrar, retains a copy, and e-mails a copy to the student, the dissertation chair, the Academic Affairs Staff member associated with the Program, and the student's Program Director.
7. **PUBLICATION:** The Library DCR approves and delivers the electronic copy of manuscripts to UMI/ProQuest.

APPENDIX A:
Psy.D. Proposal and Dissertation Forms

Step 1: Forming Dissertation Committee Forms

Form 1 – Dissertation Committee Chair/Member Agreement

Form 2 – Dissertation Committee Membership Change

STEP 2: Proposal and Proposal Meeting Form

Form 3 – Proposal Meeting Evaluation

Step 3: Oral Defense

Form 4 – Notice of Dissertation Defense

Form 5 – Dissertation Defense Evaluation

FORM 1 CFT PSY.D. DISSERTATION COMMITTEE CHAIR/MEMBER AGREEMENT

Candidates should fill out this form and obtain signatures when faculty members agree to work with him/her. The agreement is established once the CFT PSY.D. Branch Director reviews and signs this form.

Candidate Name	Signature	Date
----------------	-----------	------

A. *I have agreed to **Chair** the CFT Psy.D. Dissertation Committee of the above named Candidate:

Chair Name	Signature	Date
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B. **I have agreed to be a **Member** of the CFT Psy.D. Dissertation Committee of the above named Candidate:

Member Name	Signature	Date
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C. I have agreed to be a **Member** of the CFT Psy.D. Dissertation Committee of the above named Candidate:

Member Name	Signature	Date
-------------	-----------	------

D. Title of Psy.D. Dissertation

E. The following is my rationale for requesting the above named person to serve as a member.

F. This Candidate has fulfilled the applicable requirements to begin their dissertation. The above-named Chair and committee members have been approved to be on this Candidate's dissertation committee¹.

Branch Director	Signature	Date
-----------------	-----------	------

*You need the signature of the chairperson on this form before you can sign up for dissertation credits.
 ** If Committee Member is not a Core Faculty, it is necessary to complete Part "E" of this form and provide a copy of the person's CV to be considered for approval. (Please see Dissertation Guidelines for eligibility criteria). **Please have your Chairperson initial Part "E" indicating his or her approval of the Member.**

¹ Student should submit completed form to the Academic and Administrative Support Office on their campus and keep a copy for themselves. Office: Original to student file.

Form 3
CFT PSY.D. PROPOSAL MEETING EVALUATION

A. _____
Candidate Name Signature Date

_____ _____
Student ID# Telephone #

From:

_____	_____	_____	*Initial only when Revisions are required and completed.
Chair Name	Chair Signature	Date	

_____	_____	_____
Member Name	Member Signature	Date

_____	_____	_____
Member Name	Member Signature	Date

_____	_____	_____
CFT Psy.D. Branch Director	Branch Director Signature	Date

- B. You have received the following evaluation by your Committee of your Psy.D. Proposal:
- _____ 1. Pass-No Revisions (See C below)
 - _____ 2. Pass-Minor Revisions* – Modifications supervised by Chair (See D below)
 - _____ 3. Pass-Major Revisions* – Modifications supervised by Chair (See D below)
 - _____ 4. No Pass (revised document and new proposal meeting required)
- *Note: Chair's initial on Form 3 means that the student has passed.*

C. For Proposals Approved by Committee: submit approved proposal along with this Form 3- Proposal Meeting Evaluation, to Academic and Administrative Support Office.

D. For Proposals Requiring Modifications: The written feedback must be attached to this Form 3 listing the changes and revisions required in order for the Psy.D. Proposal to be fully approved.

I have read and understood the feedback listing the changes and revisions required in order for the Psy.D. proposal to be fully approved.

_____	_____	_____
Student's Name	Student's Signature	Date

Chair must initial this Form 3 when revisions are complete³.

Please note official approval of the Proposal occurs when all applicable requirements are met and this form is completed.

³ Student should submit completed form to the program staff on their campus and keep a copy for themselves.
Office: Original to student file.



FORM 4
CFT PSY.D. NOTICE OF DISSERTATION DEFENSE

**(This form must be turned in to the Academic and Administrative Support Office
two weeks prior to the defense)**

Name of candidate: _____

Title of Psy.D. Dissertation:

Date of Defense: _____

Time of Defense: _____

Room: _____

Committee Members: _____

Chair Name

Member Name

Member Name

4th Committee Member Name

Candidate Signature

Chair Signature

Office: Post original to bulletin board and email to CFT community, copies to Chair and Branch Director.

Form 5
CFT PSY.D. DISSERTATION DEFENSE EVALUATION

A. _____
 Candidate Name Signature Date

Student ID# Telephone #

From: _____

Chair Name	Chair Signature (complete at defense)	Date	*Initial and date When revisions are required and completed
_____	_____	_____	
Member Name	Member Signature (complete at defense)	Date	*Initial and date When revisions are required and completed
_____	_____	_____	
Member Name	Member Signature (complete at defense)	Date	*Initial and date When revisions are required and completed
_____	_____	_____	
CFT Psy.D. Branch Director	Branch Director Signature	Date	
_____	_____	_____	

B. You have received the following evaluation on your CFT Psy.D. Dissertation Defense:

- _____ 1. Pass-No Revisions (See C below)
 - _____ 2. Pass-Minor Revisions* - Modifications supervised by Chair (See D below)
 - _____ 3. Pass-Major Revisions* - Modifications supervised by Chair (See D below)
 - _____ 4. No Pass (revised document and new oral exam required)
- *Note: Chairs & committee members initial on Form 5 means that the student has passed. Committee members initial only when required. If not say N/A.*

C. For Dissertations Approved by Committee: submit this form to the Academic and Administrative Support Office immediately following your dissertation defense.

D. For Proposals Requiring Modifications: A written feedback listing the changes and revisions required in order for the Psy.D. Dissertation to be fully approved must be attached to this Form 5.

I have read and understood the feedback listing the changes and revisions required for the Psy.D. Dissertation to be fully approved.

Student's Name Student's Signature Date

Chair must initial this Form 5 (committee members initial when required) when revisions are complete.⁴

⁴ Student should submit completed form to the program staff on their campus and keep a copy for themselves.
Office: Original to student file, Copy to CFT Systemwide Program Director.

APPENDIX B:
Headings for Dissertations

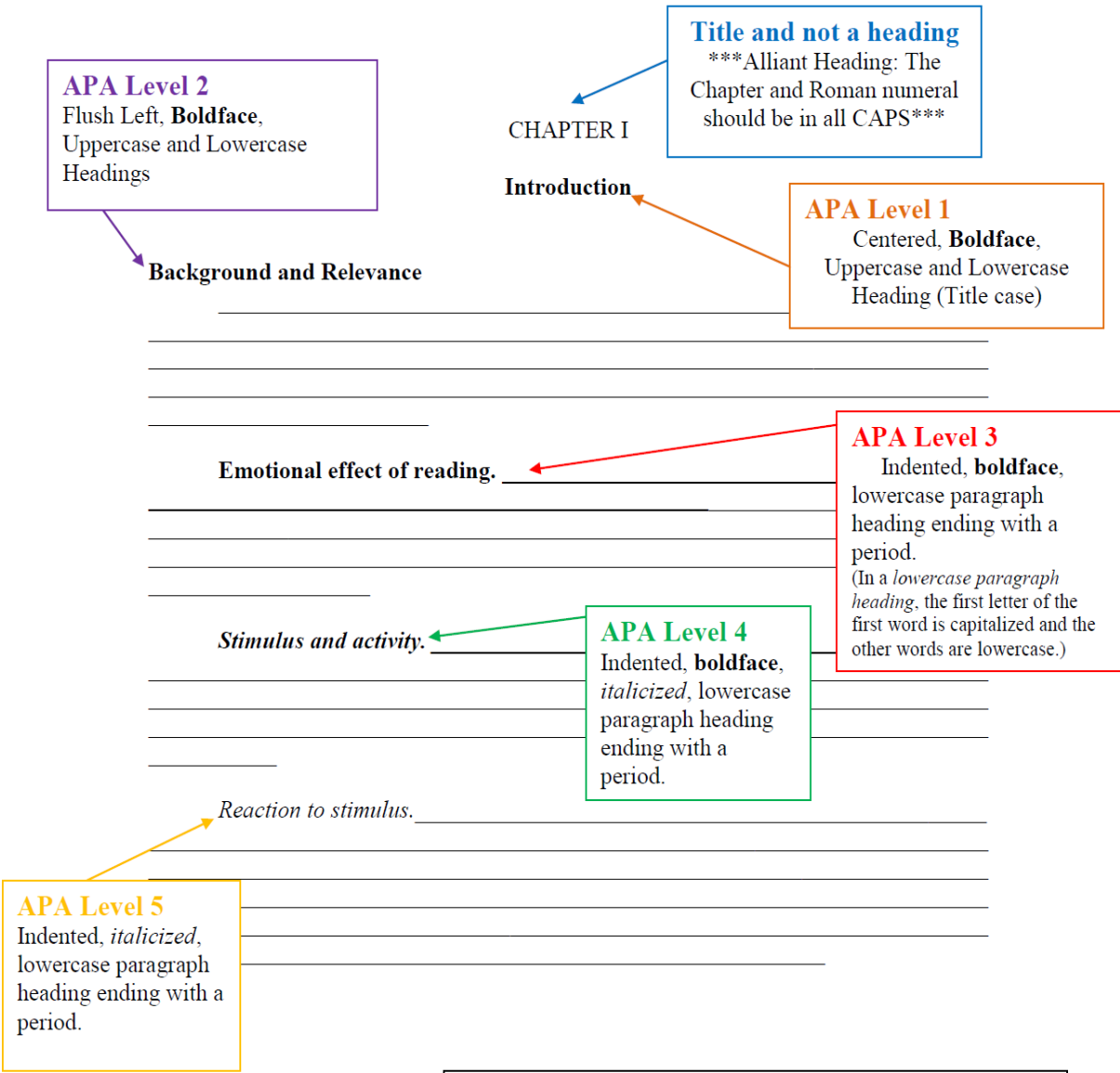


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