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# CLINICAL DISSERTATION MANUAL

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CLINICAL PSYCHOLOGY DOCTORAL PROGRAMS

(PSYD & PHD)

2023-24

Wheaton College  
School of Psychology, Counseling & Family Therapy  
Wheaton, Illinois USA

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## ACKNOWLEDGEMENT OF STUDENT RESPONSIBILITY

Dear Clinical Psychology Doctoral Student:

The School of Psychology, Counseling, and Family Therapy and the Clinical Psychology Doctoral Programs have devoted significant time to developing policies and procedures for the Clinical Psychology Doctoral Programs Dissertation Manual in an effort to ensure that students receive the highest quality of training and education. Further details specific to the program and clinical training components of the program can be found in the Clinical Psychology Doctoral Student Handbook and Clinical Psychology Doctoral Program Clinical Training Handbook. This manual contains academic policies and procedures pertaining to the clinical dissertation requirement of the Wheaton College Clinical Psychology Doctoral programs. Clinical Psychology Doctoral Students must read and be familiarized with its contents, as it will answer many common questions students ask. Students are responsible to know and abide by the information contained herein.

### **CERTIFICATION OF ACKNOWLEDGEMENT AND ACCEPTANCE:**

*I have read the entire contents of the Wheaton College Clinical Psychology Doctoral Programs Dissertation Manual and understand the policies and procedures herein. I understand that if I have further questions or if concerns arise, I may consult with Dr. Benjamin Pyykkonen, Ms. Ginger Smith, or Dr. Sarah Hall if necessary.*

Please complete [this acknowledgment](#) to indicate your understanding and acceptance of the timelines, policies, and requirements set forth in this handbook.

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# I. INTRODUCTION TO CLINICAL DISSERTATION

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## 1.1 INTRODUCTION

This handbook is purposed to help doctoral students navigate the dissertation process. Each part of the dissertation process will be outlined step-by-step after introducing the research philosophy of the dissertation, the source of these guidelines, a statement on plagiarism, and the Clinical Dissertation criteria. These are the steps the student must complete:

**Step One:** 2.1 Complete prerequisites

**Step Two:** 2.2 Form a Dissertation Committee

**Step Three:** 2.3 Write the Dissertation Proposal

**Step Four:** 2.4 Pre-Proposal Review Process

**Step Five:** 2.5 Final Proposal Defense Preparation and Research Essay

**Step Six:** 2.6 Defend Final Proposal

**Step Seven:** 2.7 Institutional Review Board and Dissertation Grant

**Step Eight:** 2.8 Collect Data

**Step Nine:** 2.9 Write Dissertation Manuscript

**Step Ten:** 2.10 Complete Dissertation Manuscript (Usually While Off Campus)

**Step Eleven:** 2.11 Prepare for and Schedule Oral Defense of Dissertation

**Step Twelve:** 2.12 Oral Defense

**Step Thirteen:** 2.13 Edit *Final Manuscript* and Submit to the Technical Reader

**Step Fourteen:** 2.14 Submit *Final Manuscript* to Buswell Library

The usual deadlines for many of these steps can be located in [Appendix A](#). **It is important that each student read this handbook closely.** The student is responsible for understanding and acting in accordance with all the standards and procedures described within this Clinical Dissertation Manual. This manual is designed as a road map and tool to facilitate successful completion of the dissertation milestone. Students should be aware that the readiness and quality of the project at each stage determines whether the student is permitted to move to the next stage of the process. The deadlines merely indicate the latest date by which each phase *must* be passed to qualify for other Program milestones (e.g., internship application, walk in graduation, etc.). **If the quality of the project does not meet expectations (as evaluated by the Chair and committee members) by the deadline date, the student may not proceed to the next phase until the project meets expectations.** It is essential that students understand this policy since it has implications for the student's ability to apply for internship, meet graduation requirements, and/or accumulate post-doctoral licensing hours.

Dissertation development at a glance:



**FINISHED**

## 1.2 RESEARCH PHILOSOPHY

Doctor of Psychology degree recipients should be scholarly consumers of research as well as professionals who can integrate rigorous analysis and investigation into their clinical practices. The clinical dissertation is an opportunity to demonstrate to the faculty a doctoral-level mastery of the many competencies that go into being a practitioner-scholar (e.g., command of a specific area of the literature, ability to formulate research questions, develop testable hypotheses, design an appropriate methodology, analyze and interpret data, and draw reasonable conclusions from this clinical data). See [Section 2.3: Write the Dissertation Proposal](#) for a more detailed discussion of the components of a clinical dissertation.

## 1.3 PROFESSION-WIDE, COMPETENCY-BASED OBJECTIVES

Students who successfully complete the Clinical Dissertation requirement of the program will have demonstrated the following profession-wide, competency-based goals and objectives found in the *PsyD or PhD Student Handbook*:

**[1D] Integration of clinical practice and research – Professionalism:** To develop clinical skills in the integration of clinical practice and research, students will learn to comport themselves with integrity and responsibility which reflect the values of psychology and contribute to their professional identity as a clinical psychologist *and* demonstrate empathic understanding for human suffering.

**[2B] Clinical research and scholarship – Science:** To develop competency in clinical research and scholarship, students will demonstrate ability to effectively engage in and critique *scholarship* that contributes to psychological knowledge and clinical practice.

## 1.4 SOURCE OF DISSERTATION GUIDELINES

The clinical dissertation guidelines contained in this manual incorporate information from the current [Graduate School's M.A. Thesis Guide](#) as it applies to the PsyD/PhD clinical dissertation. The guidelines in this manual meet the requirements of the Graduate School, Buswell Memorial Library, and the School of Psychology, Counseling, and Family Therapy. Students may find the book, [Dissertation and Theses from Start to Finish: Psychology and Related Fields, Third Edition](#), (American Psychological Association, Washington, D.C., 2019) by John D. Cone and Sharon L. Foster useful in planning and negotiating the steps to complete their dissertation (two copies are available for your review in the PsyD/PhD Reading room).

Both the proposal and the final clinical dissertation must be written in the style mandated by the American Psychological Association (with exceptions noted [Section 2.8](#)) and must also conform to the additional standards and formatting requirements specified in [Section 2.8](#). Refer to the most current edition of [Publication Manual of the American Psychological Association, Seventh Edition](#), (American Psychological Association, Washington, D.C., 2020).

## 1.5 STATEMENTS ON PLAGIARISM

Out of respect for the authorship of others and desire for integrity in the pursuit of all work, we

include the following statements: “*Plagiarism* is defined as using material created by others—in part or in whole—without properly attributing authorial and publication references for the correct source(s). Plagiarism can occur in dealing with written texts, but can also occur in the arts when, for instance, images or musical themes created by another are presented as if they were the original composition or creation of the student. Reference credit must be given for direct quotations, for work (including a form of argument, progression of ideas, or artistic creation), whether in whole or in part, that is paraphrased, adapted, or summarized in the student’s own words or creative work, and for information that is not common knowledge.

Students may consider running papers and their dissertation manuscript through the relevant tools available in Canvas (the Wheaton Grad School LMS) to avoid inadvertent use of others’ work without properly attributing authorial and publication references for the correct source(s). Commercially available tools such as Turnitin and Grammarly might be helpful. Students are encouraged to speak with instructors, advisors or dissertation chairs if they have questions about this process.

Plagiarism within a dissertation proposal or dissertation manuscript will result in immediate referral to the Student Review Committee.” (*PsyD or PhD Student Handbook*). All instances of plagiarism are taken very seriously and a recommendation for dismissal is possible in instances of plagiarism on a dissertation.

## 1.6 CLINICAL DISSERTATION CRITERIA

The department allows for wide latitude as to the approach taken in the clinical dissertation, within certain guidelines. All clinical dissertations must meet these criteria:

**ORIGINALITY** — The dissertation must embody original thinking or analysis.

**MEANINGFULNESS** — The contribution should advance the field of psychology.

**QUALITY** — The dissertation should be of high quality.

Two major models are acceptable within these guidelines. The first is an empirical study designed to investigate basic or applied questions in the field of clinical psychology. The methodology might be quantitative or qualitative which might utilize replications, re-analyses, or meta-analyses of significant research. The second acceptable model is a conceptual or theoretical approach. In all cases, originality, meaningfulness, and quality are the necessary criteria for a clinical dissertation.



## 1.7 DISSERTATION REGISTRATION

<b><i>Quick Guide for registration</i></b>						
PSYC 898 Dissertation registration	Year 3			Year 4		Total Credits
	Fall	Spring	Summer	Fall	Spring	
Cohorts beginning 2016 and later	3	4	3	1	2	13
Students must register for PSYC 999 – Dissertation Continuation (o) for each semester, including summer, after all PSYC 898 dissertation credits are taken until the defended dissertation manuscript is accepted by Buswell Memorial Library. The cost of enrollment is \$50/semester.						

**Continuous Enrollment Requirement**

The PsyD/PhD program has a continuous enrollment requirement. This means that students must be enrolled year-round (i.e., fall, spring, and summer terms) until all degree requirements are met. The degree requirement is met when the student's Clinical Dissertation has been successfully defended and the manuscript is approved by the Technical Reader and received by Buswell Library. Until that time, it is necessary that a student be enrolled in either Clinical Dissertation – PSYC 898 or Clinical Dissertation Continuation – PT (PSYC 999).

**Clinical Dissertation – PSYC 898**

The student is required to register for thirteen (13) credits of clinical dissertation (PSYC 898) towards the completion of the PsyD or PhD degree.

Typical dissertation enrollment during the program:

Year in program	Fall semester	Spring	Summer
PsyD 1 & 2	N/A	N/A	N/A
PsyD 3	PSYC 898 (3)	PSYC 898 (4)	PSYC 898 (3)
PsyD 4	PSYC 898 (1)	PSYC 898 (2)	PSYC 999 (o)
PsyD 5	PSYC 999 (o)	PSYC 999 (o)	PSYC 999 (o)

Year in program	Fall semester	Spring	Summer
PhD 1	N/A	N/A	N/A
PhD 2	N/A	N/A	PSYC 898 (1)
PhD 3	PSYC 898 (1)	PSYC 898 (3)	PSYC 898 (3)
PhD 4	PSYC 898 (2)	PSYC 898 (3)	PSYC 999 (o)
PhD 5	PSYC 999 (o)	PSYC 999 (o)	PSYC 999 (o)

The following parameters<sup>1</sup> must be followed when enrolling in dissertation:

<sup>1</sup> If approval is needed, meet first with the Program Administrator.

- \* The student may not register for more than four hours of dissertation credit in one semester without program approval
- \* The student must have registered for all dissertation hours prior to beginning internship
- \* The student must enroll in PSYC 999 – Dissertation Continuation in every semester after completing enrollment in PSYC 898 until the student’s defended dissertation manuscript is received by Buswell Library.

Students must be aware that not having an approved Final Proposal will also affect the pre-doctoral internship application process (see [Section 2.5](#)). It is required that this is completed prior to applying to internship.

### **Clinical Dissertation Continuation – PSYC 899 (FT) or PSYC 999 (PT)**

If the dissertation is not defended and received by Buswell Library at the end of the thirteen credit hours (or ten credit hours for students starting in 2015 or earlier), registration for Clinical Dissertation Continuation for all subsequent Fall, Spring, *and Summer* semesters is required until the clinical dissertation is completed. The official completion date for the dissertation is the date the Buswell Library receives the final manuscript. In other words, the student must continue to register for Clinical Dissertation Continuation until the dissertation is through the technical reader and all steps listed on the “[Instructions for Final Submission of Doctoral Dissertations](#)” website have been completed.

It is expected that students will be working on their dissertation less than 30 hours/week which is considered part-time. If a student is working on their dissertation part-time and is done taking PSYC 898 (Clinical Dissertation), then he/she will register for PSYC 999 – Clinical Dissertation Continuation (PT). In the event that a student is working on their dissertation full-time (more than 30 hours/week), then he/she would consult with their Chair and Program Administrator before registering for PSYC 899 – Clinical Dissertation Continuation (FT). This may have implications related to loan deferral.

## Grading Policy

Students receive a grade of P upon completion and successful defense of their dissertation. Grades are issued *after* Buswell Library accepts the Technical Reader approved dissertation manuscript. Those students who do not successfully defend their dissertation within two attempts are given a grade of F.

At the end of each grading period prior to the completion of the dissertation, students are given an IP grade. If the student has not made satisfactory progress, faculty should document the student's deficits and give a written copy of the documentation to the Graduate Psychology Program Administrator for the student's file and a copy to the student. The Dissertation Chair determines whether the student can continue with the next segment of clinical dissertation. The decision should be conveyed in the documentation. The Registrar does not record the final grade until the final manuscript has been received and approved by Buswell Library.

## Completion of Dissertation

The student has full responsibility for meeting all standards and deadlines, especially if the student wishes to achieve a specific degree date. The clinical dissertation may be completed any time during the fourth year or in subsequent years up to and including the seventh year from the time the student matriculated into the program. The student must submit a Petition to the Admissions & Academic Requirements Committee of the program (AARC) for any exceptions to this timeframe. A student petitioning for an extension must provide a valid rationale, and all petitions must have the support of their advisor by signature. Submission of a Petition to AARC for extensions is not a guarantee that an extension will be granted. [You may access and submit the AARC Petition here.](#)

Please note that the dissertation is not complete until it has been reviewed and approved by the Technical Reader and all steps listed on the "[Instructions for Final Submission of Doctoral Dissertations](#)" website have been completed (see Section 2.14, "Submit the Final Manuscript to Buswell Library"). The Registrar makes the final determination of completion dates for all requirements, including the dissertation. There may be significant implications related to licensure hours, which will differ depending upon jurisdiction and should be clarified by the student themselves.

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## 2. CLINICAL DISSERTATION PROCESS

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### 2.1 COMPLETE PREREQUISITES

The student must complete the following before registering for any dissertation credits (PSYC 898)-

PsyD Students:

- Complete the following: PSYC 701, 714, 716, 717, 721, 731, 732, 736, 737, 738, 743, 744, 745, 746, 747, 753, 754, 755, 761-764, 773, 774, and 6 BITH credits; and 795/796 Practicum I, and II (currently taking or completed)
- Passed PSYC 991 – Written Comprehensive Exam

PhD Students:

- Complete the following: PSYC 701, 706, 707, 714, 716, 717, 722, 736, 737, 738, 743, 744, 746, 747, 749, 753, 754, 755, 766, 773, 774, and 6 BITH credits; and 795/796 Practicum I, and II (currently taking or completed)
- Passed PSYC 991 - Written Comprehensive Exam

## 2.2 FORM A DISSERTATION COMMITTEE

Quick Guide	
<b>Tasks</b>	Form a Clinical Dissertation Committee of three members, one of which must be a core PsyD/PhD faculty member: <b>Chair</b> – chosen first, assists with selection of additional committee members, <u>must be a Wheaton College School of Psychology, Counseling &amp; Family Therapy professor</u> (Emeritus, Adjunct, and Guest Instructor ranks do not qualify) <b>Member 2</b> – must be a member of the Wheaton College School of Psychology, Counseling and Family Therapy <b>Member 3</b> – may be a member of another Wheaton college department or from the local community. Must hold an earned doctorate in psychology or related field.
<b>Required Paperwork</b>	“ <a href="#">Clinical Dissertation Committee Application</a> ”
<b>Optional Paperwork</b>	“Clinical Dissertation Checklist” ( <a href="#">Appendix A</a> ) may be used as a tool to set timeline expectations between Chair and student
<b>Deadline</b>	Committee must be formed and application submitted to Program Administrator by the October 1 <sup>st</sup> of 3 <sup>rd</sup> year

**Composition of Committee**

It is the student’s full responsibility to select a viable topic and form an appropriate Clinical Dissertation Committee. The Clinical Dissertation Committee (Committee) shall be composed of three members — at least two must be from within the Department of Psychology with at least one being a core PsyD/PhD faculty member; the third may be from another Wheaton College department or from the local community. The Chair must be currently on School of PCFT faculty (not Emeritus). All committee members must hold an earned doctorate in psychology or a related discipline and be approved by the Chair. If the Chair is a core PsyD/PhD faculty member, then that faculty member becomes the student’s academic advisor. When the Chair is not a core PsyD/PhD faculty member, then a core PsyD/PhD faculty reader becomes the student’s academic advisor.

**Typical Process of Committee Formation**

The student first discusses potential topics with several faculty members to determine who is interested in the topic and areas of faculty expertise. No commitments by either student or faculty should be made at this point. It is the student’s responsibility to initiate the selection of his/her clinical dissertation committee Chair and members no later than October 1 of the third year. In preparation for this, it is recommended that the student become familiar with the faculty’s research projects and expertise. Becoming familiar with faculty research projects and expertise can be achieved by reviewing descriptions of each faculty member’s research interests which are available online at the Graduate School of PCFT website. Additionally, students are encouraged to engage with faculty in research groups or informal discussion for the purpose of discussing areas of mutual interest. Students can also review dissertations accepted by Buswell Library prior to October 2012 in the

PsyD/PhD Reading Room where bound copies have been archived. All dissertations from program students can be located on the Buswell Library website.

The student identifies a potential Chair for his/her committee and approaches that faculty to ask the faculty member if he/she would serve as Chair of the student's committee. This step is repeated as often as necessary until the student is able to reach an agreement with a faculty member to serve as Chair. It is the student's responsibility to find an appropriate Chair.

Collaboratively, the student and Chair discuss the possibilities for the two remaining members of the committee. Once the student and Chair have decided on the remaining committee composition, it is the responsibility of the student to approach the potential committee members to ask each of them to serve on the student's committee. Agreement is signified by all parties when members sign the "[Clinical Dissertation Committee Application](#)" (Appendix C).

After the faculty member agrees to Chair the committee, that Chair typically becomes the student's advisor (see above). The Chair must be a member of the Psychology faculty at Wheaton College.

The student submits the signed "[Clinical Dissertation Committee Application](#)" to the PsyD/PhD Program Administrator via Jotform. These applications may be reviewed prior to approval being granted. *Priority will be given to maintaining an equitable distribution of faculty on Clinical Dissertation committees.* Faculty reserve the right to recommend changes in committee membership in order to achieve this equity. No faculty member shall be required or expected to Chair more than four dissertations out of any one cohort.

Note: Each faculty member has a unique approach to the Dissertation process. When considering who one's Chair will be, ask some of the following questions:

- What does a typical timeline for dissertation proposal look like?
- What sorts of deadlines will be implemented?
- How many drafts of the proposal and final product should be anticipated?
- What is the faculty member's typical level of involvement in the process?
- How often would the faculty member like to meet (weekly, monthly, as needed)?
- Are summer months generally available for discussion and feedback related to dissertation?

Similar questions are appropriate to ask of potential committee members as well.

### **Setting Expectations and Staying Flexible**

Faculty members and students are encouraged to develop written dissertation contracts. This contract will specify guidelines for turnaround time of the various drafts of the dissertation (normally two weeks during the academic school year), expectations as to the nature of the collaborative process and, most important, specific deadlines for submission of the initial draft, approved draft, and the defense manuscript (see below) of the dissertation for the oral defense stage of the process. The "Clinical Dissertation Checklist" (see [Appendix A](#)) may be used by the Chair as a contract by filling in specific

target dates on the form. Keep in mind that there will be unforeseen variables introduced as you work through your dissertation and expectations will require recalibration.

## **Responsibilities of Committee Members and Students**

### Chair's Responsibilities:

The Chair has the responsibility to:

- Oversee the work of the student and provide guidance in the scheduling and procedures pertinent to the completion of the dissertation.
- Determine, with the consultation of the other members as appropriate, when the student is ready to meet with the other committee members for preliminary discussions, the final proposal meeting, and the Oral Defense meeting (see steps 4 and 5 for more details).
- Attempt to resolve any conflicts or grievances that might arise during the course of the dissertation work in a timely fashion. If need be, the Program Director as Admissions and Academic Requirements Committee Chair can be consulted.

### Committee Members' Responsibilities:

Committee members have the responsibility to:

- Review the various rough drafts of the manuscript in a timely manner (generally within 2 weeks during the academic year – summer turn around may be longer).
- To evaluate the dissertation proposal using the [Pre-Proposal Dissertation Review Sheet](#) (see a **sample** in [Appendix B](#))
- Meet with the student as needed for guidance in their area of expertise relevant to the dissertation.
- Participate in the meeting for the approval of the Final Dissertation Proposal and Research Essay (this may be a two hour meeting).
- Participate in the Oral Defense meeting.

### Student's Responsibilities:

Students have the responsibility to:

- Identify a topic and then to find an appropriate Chair and committee who have suitable competence in the dissertation subject matter.
- Initiate meetings with the Chair, negotiate a schedule with appropriate benchmarks for completion of the dissertation (use the Clinical Dissertation Checklist in [Appendix A](#) for this purpose), keep the Chair informed of progress on a regular basis as determined by both parties, and communicate with the other committee members as appropriate once the student begins to register for clinical dissertation credits.
- Proactive production of all components of the dissertation project including written product, data collection, and data analysis for review by their dissertation chair (and committee members when indicated).

- Engage in the resolution of any grievances between a committee member and the student. The student should first try to resolve it with the committee member. If unresolved, then the student should bring the grievance to the Chair. If still unresolved, the student may take the grievance to the Chair of the Admissions and Academic Requirements Committee. If the grievance is with the Chair of the Admissions and Academic Requirements Committee (AARC), the grievance may be taken to another member of the AARC or to the Dean of the School of Psychology Counseling and Family Therapy.
- Provide a copy of the PsyD Clinical Dissertation Manual to any committee members who are not members of the Wheaton College School of PCFT.
- Provide a copy of the [Pre-proposal Dissertation Review Sheets](#) (view a sample in [Appendix B](#)) to all committee members to complete *prior to* the proposal.

Requesting a change in Clinical Dissertation Committee membership or member role:

The process to change the composition of your Clinical Dissertation Committee at any point during the dissertation process requires that the student confer with the current Chair first, then the member(s) affected by the proposed change. The student should not approach other faculty for consideration to become the new Chair and committee until the change has been discussed with all members of the current committee and agreement has been reached by all parties involved. Proactive communication in this regard is a matter of professionalism and clear proactive communication with all parties is the expectation.

After the student has received the agreement of all parties involved in the change, she/he will submit a revised “[Clinical Dissertation Committee Application](#)” with signatures of agreement of all new committee members (including Chair) to the Program Administrator. The revised Clinical Dissertation Committee Application will be placed in the student’s portfolio.

**To Change the Topic of the Clinical Dissertation**

The Clinical Dissertation Chair has the overall responsibility for guiding the dissertation. Any proposal to revise the topic or scope of the proposed project must be negotiated with the Chair first. Once approved by the Chair, the student will seek the approval of the other committee members by sending a brief memo describing the revised topic. Committee members indicate their formal approval for the topic change by signing the memo and returning it to the Chair. This procedure may also be effectively accomplished through the use of email. If there are any objections to the change, arrangements must be made to discuss and revise the topic to meet all objections. If agreement on the part of the Chair, student, or other members cannot be reached, then the procedures for selecting a new committee should be followed. Any deviation from these procedures should be brought to the attention of the Program Director who determines an appropriate course of action.



## 2.3 WRITE DISSERTATION PROPOSAL

<i>Quick Guide</i>	
<b>Tasks</b>	In consultation with your dissertation chair, draft a dissertation proposal which includes sections as detailed below.
<b>Deadlines</b>	A <u>complete</u> initial draft is due to your dissertation chair on the following dates: Regular sequence students (3 <sup>rd</sup> years): First day of Spring semester ( <b>January 8, 2024</b> ) OR Extra year sequence students (4 <sup>th</sup> years): First day after Fall Break ( <b>October 23, 2023</b> )
<b>Special Notes</b>	<b>Draft revisions:</b> Dissertation proposal manuscripts normally take multiple revisions before the Dissertation Chair can approve it for Reader review (Section 2.3). Build this into your personal timeline.

### *Write Dissertation Proposal*

In consultation with the Clinical Dissertation Committee (CDC) Chair, prepare an initial proposal following these guidelines with the criteria of the Pre-Proposal Dissertation Review Sheets in mind.

### *Proposal for a Research Study*

If the proposal is for a research study, it should include the following sections:

- Brief introduction regarding the topic/focus of the study:** Write a brief overview of the area of interest and topic being researched.
- Review of the literature:** The literature review should provide a broad theoretical framework for the topic of the dissertation research and should include summaries of relevant published research on the topic.
- Purpose of Study:** Provide a clear statement of your study. What is it your study hopes to explain, clarify, or understand?

#### *Research Questions and Hypotheses*

What specific research question(s) is your study intending to address? Be specific and clear in identifying these research questions. Following each question, state your hypothesis regarding how you expect the question to be answered (based on theory or published empirical data).

- Method:** Provide a clear description of the methodology you will use to answer each of your research questions. The Method section should include the following sections:

#### *Participants*

What is the population of interest? What sample will you use to represent this population? Where will you find this sample? What characteristics will you use to include/exclude participants? How many participants do you plan to recruit?

#### *Measures*

You must identify every measure you plan to use in the study. The most appropriate way to do this is to identify the psychological constructs of interest in your study (e.g., depression, forgiveness, spiritual maturity, marital satisfaction, executive functioning, etc.) and then indicate for each construct how you will operationally define that construct in your study (e.g.,

depression will be defined by the individual's score on the Beck Depression Inventory). You must identify *every* variable for your study and how you plan to measure that variable. It will also be important to report the psychometric properties of these variables (when available).

### ***Procedure***

Describe how you will carry out the study. What is the process you will follow in recruiting participants? How will you gain informed consent? How will you gather the data?

### ***Data Analysis Plan***

How will you analyze the data? Take each hypothesis and describe the type of analysis appropriate for testing that hypothesis.

5. **Appendix:** The appendix will contain copies of all materials you will use in the study, including: informed consent forms, any cover letter or instructions to participants, copies of **every** measure you will use in your study (including demographic information, interview questions, and questionnaires. Exceptions are made for potential violations of copyright and should be considered in conjunction with your chair).

### ***Proposal for a Theoretical Dissertation***

A proposal for a theoretical dissertation must do more than simply review the literature on a particular topic or in a particular area. It should provide an original argument, develop an original model, or resolve a dispute regarding some aspect of clinical practice. *Note: Theoretical Dissertations tend to be the more challenging option, often resulting in longer completion times.*

The proposal should include the following information:

1. **Overview of the topic/problem**

Provide an overview of the problem to be addressed in the dissertation and a rationale for why this topic is relevant or important for clinical psychology. The overview should reflect a comprehensive review of the current thinking on the topic and provide a foundation for the argument you will develop in your dissertation. Include a list of all references used in this section.

2. **Outline of the chapters**

List the chapters you will need to develop your argument/build your model or resolve a dispute. Provide a brief description of the purpose/focus of each chapter and how it is linked to your overall purpose. What questions will you seek to address in each chapter? What literature will you draw on to develop this topic?

3. **Resources/Bibliography**

List all resources, books, and articles you will be using *for each chapter* to develop your argument.

4. **Timeline for completing project**

Provide a detailed timeline regarding how you plan to complete the project.

## 2.4 PRE-PROPOSAL REVIEW PROCESS

<b>Quick Guide</b>			
<b>Tasks</b>	Develop your initial dissertation proposal into a defensible project in consultation with the Chair. This process will take several iterations and revisions in most cases. The Chair advises the student as to when the project is ready to be read by other committee members who will use the Pre-proposal Dissertation Review Sheets in determining whether or not the proposal is ready to be defended.		
<b>Required Paperwork</b>	<ul style="list-style-type: none"> <li>Pre-proposal Dissertation Review Sheets (Appendix B) submitted by the Chair to the Program Administrator</li> <li>Signed Proposal Title Page (Appendix D) submitted to the Program Administrator upon passing Clinical Dissertation Proposal Defense.</li> </ul>		
<b>Deadlines</b>		<b>Students taking normal sequence (3<sup>rd</sup> year)</b>	<b>Students taking an extra year (4<sup>th</sup> year)</b>
	<b>1<sup>st</sup> Draft of complete proposal manuscript due to Chair</b>	First day of Spring semester January 8, 2024	First day after Fall Break October 23, 2023
	<b>Reader review</b>	Submit at least 2 weeks prior to planned defense	Submit at least 2 weeks prior to planned defense
	<b>Dissertation Proposal Defense</b>	<b>June 1st</b>	<b>March 1st</b>

**Timeline for writing the proposal**

If you are planning to apply to internship in the fall, the *full proposal draft* must be given to your chair **no later than the first day of Spring semester if in a normal curriculum sequence and the first day after Fall Break if taking an extra year.** This timeline *must* be adhered to because it will take *multiple* revisions of a full manuscript to get the proposal ready to distribute to the committee. Follow the following deadline schedule for Clinical Dissertation Proposal:

	<b>Students taking normal sequence (3<sup>rd</sup> year)</b>	<b>Students taking an extra year (4<sup>th</sup> year)</b>
<b>1<sup>st</sup> Draft of complete proposal manuscript due to Chair</b>	First day of Spring semester January 8, 2024	First day after Fall Break October 23, 2023
<b>Reader review</b>	Submit at least 2 weeks prior to planned defense	Submit at least 2 weeks prior to planned defense
<b>Dissertation Proposal Defense</b>	<b>June 1st</b>	<b>March 1st</b>

### Pre-proposal Dissertation Review Process

1. The student must provide [Pre-proposal Dissertation Review Sheets](#) (view an example in Appendix B) to each member of their committee. Only School of PCFT faculty are required to complete the *Pre-proposal Dissertation Review Sheets* though all committee members should utilize it to be familiar with dissertation proposal quality standards.
2. In collaboration with the Dissertation Committee Chair, the student requests both readers to review their clinical dissertation proposal using the [Pre-proposal Dissertation Review Sheet](#).
3. Dissertation committee members review proposals, with completion date within 1 week of proposal receipt.
4. The reader submits the completed [Pre-proposal Dissertation Review Sheet](#) to the committee chair.
5. **IF** the outcome is **PROCEED**, the Chair:
  - a. emails Program Administrator and the student of the “Proceed” outcome.
  - b. The student may proceed with the proposal hearing and turn in signature page to Program Administrator after successful proposal defense.
5. **IF** the outcome is **STOP**:
  - a. The Chair will communicate and process the identified concerns with the student. Plans for addressing the concerns will be identified.
  - b. The student will resubmit the revised proposal to both committee readers with new *Pre-proposal Dissertation Review Sheet* after addressing the identified weaknesses.

### Proposal defense via videoconference

Although in person defense is preferred, a student may defend a dissertation proposal using video conferencing such as Zoom to convene the proposal defense meeting.

## 2.5 FINAL PROPOSAL DEFENSE PREPARATION AND RESEARCH ESSAY

<i>Quick Guide</i>	
<b>Tasks</b>	<ul style="list-style-type: none"> <li>• Write a Research Essay (500 words or less) according to the guidelines below and distribute to your Chair</li> <li>• Distribute proposal to committee members</li> <li>• Schedule dissertation proposal defense meeting</li> <li>• Reserve a room (physical or virtual) for dissertation proposal defense</li> <li>• Research any necessary technology with Academic &amp; Institutional Technology (in most cases this will not be necessary due to most seminar and classrooms already being technology equipped).</li> </ul>
<b>Required Paperwork</b>	Dissertation Proposal Title Page signed by committee with IRB plan. Submit to Program Administrator.
<b>Deadline</b>	Meeting must be no later than the <b>June 1<sup>st</sup></b> for normal sequence students (3 <sup>rd</sup> Year) and <b>March 1<sup>st</sup></b> for students taking an extra year in the program (4 <sup>th</sup> Year)

While writing revisions of the draft dissertation proposals, it is the student's responsibility to consult and meet with the Chair and committee as agreed upon with the Chair. The majority of the communication will be between the student and the Chair.

### Proposal Requirements

#### 1. Research Essay

Write the research essay in response to the following: *Describe your research experience and interests in 500 words or less.* This essay is a part of the Clinical Internship online application (AAPI). The student should receive feedback from his/her Chair that will be useful to finalize this important essay.

#### 2. Pre-proposal review by the committee ([Section 2.4](#))

Every dissertation proposal must pass a pre-proposal dissertation review by the clinical dissertation committee readers before the proposal can be defended. It is the responsibility of the student to distribute [Pre-proposal Dissertation Review Sheets](#) (Appendix B) to all committee members. The Chair provides authorization to distribute the clinical dissertation proposal to committee readers for review. The Chair collects signed *Pre-proposal Dissertation Review Sheets* (Appendix B) and forwards them to the Program Administrator. Only School of PCFT faculty are required to complete the *Pre-proposal Dissertation Review Sheets* though all committee members should utilize it to be familiar with dissertation proposal quality standards.

#### 3. Distribution of Proposal

The student will **distribute a copy of the Proposal (as approved by your Chair) and Research Essay to each Committee member.** The student includes a Proposal Title page which includes an IRB plan for the signatures of the Committee. See [Appendix D](#) for the format of the proposal title page. It is then the student's responsibility to collect all committee member signatures on the Proposal Title Page following successful completion of the dissertation proposal defense and return it to the Program Administrator. The proposal will not be

recorded as “passed” until the fully executed Proposal Title Page is received by the Program Administrator.

Be prepared to elaborate on your Proposal in the dissertation proposal defense meeting. The student will be expected to answer detailed questions about the Proposal and the student’s plans for carrying out the research. Each committee may have slightly different expectations for the proposal defense. The student should initiate a conversation with the Chair about what should be included in the student’s presentation (i.e., Is a PowerPoint presentation expected? How long should the presentation last?).

#### Deadlines for Proposal Submission

Dissertation proposals must be submitted to readers no later than 2 weeks prior to dissertation proposal defense. When a proposal fails pre-proposal review, resubmission to the review process must be 2 weeks prior to the scheduled proposal defense date. Keep dissertation proposal defense deadlines in mind.

#### 4. **Scheduling Proposal Meeting**

A student may defend in-person or via video conferencing such as Zoom to convene the defense meeting.

In coordination with all the Committee members, the student sets the date, time, and reserves a room (through the Doctoral Programs Office Coordinator) for the formal defense of the proposal. Send an email request for a room reservation to [Elisabeth.clements@wheaton.edu](mailto:Elisabeth.clements@wheaton.edu) and provide the following information:

**What:** What is taking place?

**Date:** What date?

**Time:** Beginning time? Ending time?

**Pre-event:** Need 15 or 30 minutes before the event for set-up?

**Post-event:** Need 15 or 30 minutes after the event for clean-up?

**Where:** Where were you thinking it could take place?

**Responsible:** Who (Wheaton College professor or TA or student) will be the responsible party for this event?

**Expected # of people:** What is the total number of people you are expecting (e.g., 18 students plus the instructor)?

**Request of Other Departments:** Do you have any special requests such as tech support or tables/chairs needed? Anything more than what is already in the classroom? Do you need any specific set-up or extra tables/chairs?

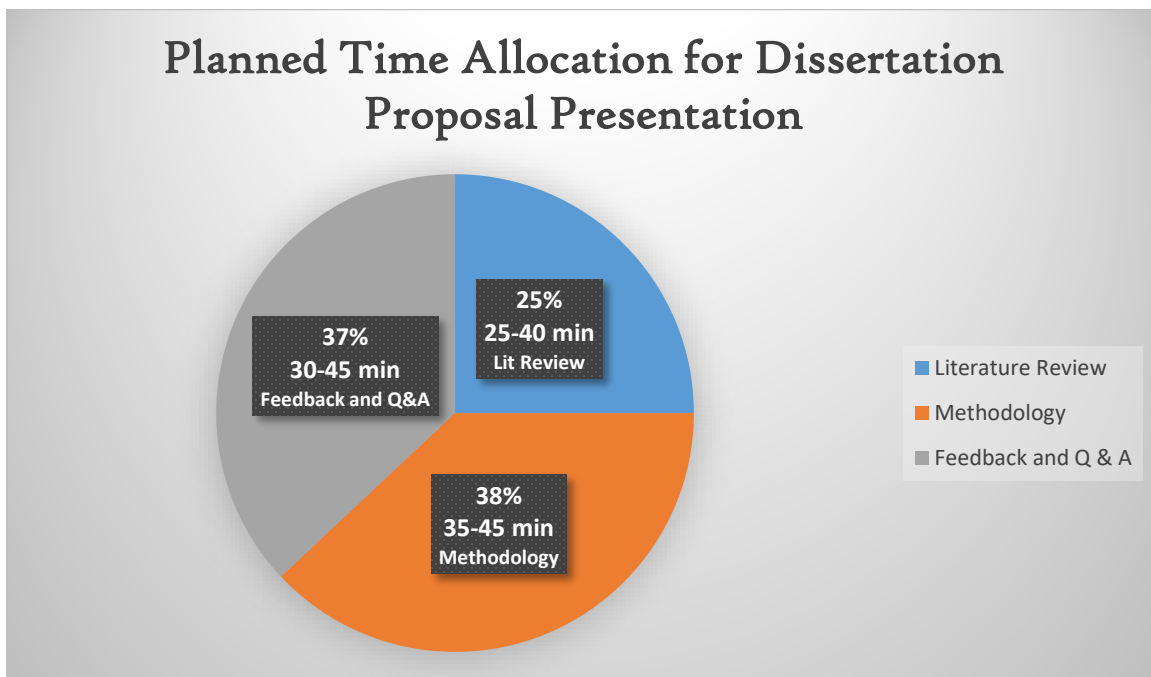
If you have any AIT classroom support questions regarding tech support/technology in the room, please contact the Academic & Information Technology (AIT) Service Desk at [ait.service.desk@wheaton.edu](mailto:ait.service.desk@wheaton.edu) or 630.752.4357 and ask for “classroom support”.

Deadlines for Proposal Meeting

For students applying to pre-doctoral internships in the fall semester, the Dissertation Proposal Defense meeting must be no later than June 1st for normal sequence students (i.e., 3<sup>rd</sup> year students) and March 1<sup>st</sup> for students taking an extra year (i.e., 4<sup>th</sup> years students). It is strongly recommended that students aim for a much earlier defense date if they plan on applying for internship.

*Note: Successful dissertation proposal defense is a requirement for pre-doctoral internship application. Students not able to pass their dissertation proposal defense within deadlines, for whatever reason, will not be permitted to apply for pre-doctoral internship.*

**5. Time Guidelines for Proposal Presentation**



## 2.6 DEFEND FINAL PROPOSAL

<i>Quick Guide</i>	
<i>Tasks</i>	The student orally presents the clinical dissertation proposal to the committee and responds to questions and feedback during an approximately 2 hour meeting.
<i>Required Paperwork</i>	Dissertation Proposal Title Page signed by committee with IRB plan. Submit to Program Administrator.
<i>Deadlines</i>	Meeting must be <i>no later than</i> the <b>June 1<sup>st</sup></b> for normal sequence students (3 <sup>rd</sup> Year) and <b>March 1<sup>st</sup></b> for students taking an extra year in the program (4 <sup>th</sup> Year).

### *Final Proposal*

At this stage, the student presents to his/her committee the final proposal, including Introduction, Literature Review, and Methods sections of the dissertation. If the Proposal is approved, the committee members sign the Proposal Title Page. The student submits the signed Proposal Title Page to the Program Administrator for purposes of documenting the committee decision and issuance of a grade in PSYC 993. PSYC 993 – Clinical Dissertation Proposal. The grade will appear on the student’s academic record in the semester the Clinical Dissertation Proposal is defended.

The Program Administrator verifies to the Director of Clinical Training (DCT) that the student has successfully defended the dissertation proposal. In most instances, this is the last step in becoming eligible to apply for pre-doctoral internship.

The proposal meeting has two possible outcomes. Pass – proceed to [Section 2.7](#) or Fail – repeat [Section 2.5](#) before proceeding. After the meeting, the Chair will inform the student of the outcome.



## 2.7 INSTITUTIONAL REVIEW BOARD AND DISSERTATION GRANT

<b>Quick Guide</b>	
<b>Tasks</b>	<ul style="list-style-type: none"> <li>Submit your project to the <a href="#">Wheaton College Institutional Review Board (IRB)</a> and any other IRB's for approval to use or collect data for your dissertation project. This must be done prior to data collection.</li> <li>If needed, request <a href="#">PsyD/PhD Program Dissertation Grant</a> funds.</li> </ul>
<b>Required Paperwork</b>	<ul style="list-style-type: none"> <li>Online IRB application via IRBnet.org (detailed instructions below)</li> <li>Application for Dissertation Support, if needed (Appendix B)</li> <li>Keep all applicable receipts related to approved Dissertation Support expenditures for submission with expense report.</li> </ul>
<b>Deadlines</b>	Data cannot be collected until approval from IRB is attained. Postdoctoral hours cannot be accrued until the dissertation and all other milestones are completed. Complete IRB as soon as possible following successful dissertation proposal. Ideally data is gathered early enough to allow for dissertation defense prior to leaving for internship.

All faculty and student research with human participants must be submitted for review by the Wheaton College Institutional Review Board (IRB). The level of risk to humans, and therefore the level of scrutiny needed from the review board, varies across dissertation projects. A review of IRB policies gives the student researcher guidelines for determining the level of risk to their participants, and therefore the category of review they are requesting from the IRB (Exempted Certification, Expedited Review, or Full Review). While some dissertations are consistent with an application for "exemption certification," "exempted" status is granted by the IRB through the review process, not assumed by the student researcher or their dissertation Chair or committee. Regardless of the anticipated level of risk to humans, dissertations *must* be reviewed by the IRB.

Project submission to the IRB occurs online at [www.irbnet.org](http://www.irbnet.org).

Please register as a "New User" when accessing the website for the first time. Once your project is submitted, the process can be monitored by you and your dissertation Chair via the website. Human subject research data may not be collected prior to obtaining IRB approval.

### Step-By-Step Guide to IRB Approval

1. Register as a "New User" on [www.irbnet.org](http://www.irbnet.org). Registration is free.
2. Once registered and logged on, all necessary information can be found under 'Forms and Templates' in the 'Wheaton College Institutional Review Board – Documents for Researchers' library.
  - a. Review the document 'Wheaton College IRB Policies and Procedures' for detailed information.
3. Complete the CITI online training.
  - a. Register and log-in at [www.citiprogram.org](http://www.citiprogram.org)
  - b. Complete the Social & Behavioral Research - Basic/Refresher, Basic Course and note and print out for your records the seven-digit reference number.
  - c. **Note: This online training has 16 sections with a quiz following each section. It takes time to complete and should not be left until the night before an IRB deadline to complete.**

4. Complete the 'IRB Protocol General Application' and any additional forms (such as an Informed Consent or Assent in the case of children) necessary for submission.
  - a. Enter your CITI course completion reference number on line 'H'
  - b. Many of the required sections will be similar to sections of the dissertation proposal; however, it is important to include all of the information requested on the form. *Do not simply cut and paste the proposal methods section into the IRB application.*
  - c. Be as detailed as possible with all aspects of the project's method. Any questions the IRB has will be sent back to the principal investigator for revisions, significantly delaying approval.
5. Create a 'New Project' on IRBnet, upload application and any other required documentation. Once project is complete, lock it and send for review.
6. Currently, the Wheaton College IRB meets about once a month during the school year. It is in the student's best interest to submit the protocol at least a week in advance of the meeting in order to have time for the IRB to inform the student of any problems with the protocol.
7. Complete revisions as required by IRB committee (communication will be through email.)
  - a. Students are encouraged to respond to IRB requests quickly in order to receive approval in a timely fashion.

It is highly recommended that you provide a cover letter with your IRB submission which outlines your study, key questions, measures and procedures. Stay in contact with the IRB to inquire about the status of your submission. Good communication is as essential in this stage as it is in all stages.

### **Dissertation Grant**

A limited dissertation grant is available for students whose research requires expenditure for direct expenses such as printing, postage, and equipment costs. A maximum grant of \$500 is available. Grants are paid via an advance once the student has an *approved* [Application for Dissertation Support](#). The student must submit an expense report with original receipts to the assistant to the Dean of the School of PCFT once all expenditures have been made. Failure to file an expense report will result in a hold on the student's account which will prevent future registration and graduation.

### **Process**

A student may apply for a dissertation grant as soon as they can determine what eligible expenses will relate to their dissertation research. The student shall complete an [Application for Dissertation Support](#). The form can also be found at the [PhD/PsyD Group hosted on Teams](#).

Completed [Application for Dissertation Support](#) forms shall be submitted to the Graduate Psychology Program Administrator for program approval via the embedded link. The student shall be notified of approval by the Graduate Psychology Program Administrator. Approved forms will remain on file in the department office until the time when the student has made all approved expenditures. Once the student has made all approved expenditures, they should see the assistant to the Doctoral Programs Office Coordinator, [Ms. Elisabeth Clements](#), for an expense

report and further instructions. All original receipts must be submitted with the expense report in order for the student to receive grant funding. See “**Obtaining reimbursement**” below for further details.

Grants are approved in the order requests are received until the funds are expired. The PsyD/PhD Director reserves the right to approve partial grants. The PsyD/PhD Director may deny dissertation grants for some projects if the departmental funds have expired, if there are alternative sources for funding available to the student, or if the request for financial support is deemed to be non-essential for the successful completion of the dissertation. Students are strongly encouraged to wait on the outcome of Application for Dissertation Support before making related expenditures.

Decisions regarding dissertation grants may be appealed to the Admissions and Academic Requirements Committee (AARC). The AARC will assemble an *ad hoc* review panel consisting of three faculty not involved in the initial decision (i.e., Wheaton College faculty members who are not part of the core PsyD/PhD faculty). All decisions of the *ad hoc* review will be final.

### **Applicable expenses**

A departmental maximum for all dissertation grants is available annually as determined by the annual budget. Students are eligible for a maximum of one dissertation grant regardless of the time taken to complete the dissertation. Grant funds must be used for direct expenses such as printing, mailing, equipment costs, data analysis programs, books, and travel related to data collection and analysis. Any non-expendable equipment purchased with grant funds becomes the property of the Department of Psychology.

### **Gifts-in-kind (e.g., Gift Cards and Gift Certificates)**

Though potentially a reimbursable expense, college policy related to the use of gift cards or other forms of reimbursement for human subject time are such that these expenses may not be covered. This may impact the way you plan on performing your research. Comply with current Wheaton College policy and procedure regarding gift cards stated below. The Doctoral Programs Office Coordinator, [Ms. Elisabeth Clements](#), can provide you with the appropriate account number to charge for gift cards.

### **Wheaton College Human Subject Gift Card Policy**

Gift cards for human subjects are allowable under Wheaton College policy based on the following terms:

- 1) Both the contract/grant and participant informed consent form specify that remuneration to human subjects will be made by gift cards.
- 2) Dean, Chair or head of IRB must approve each request for the purchase of gift cards.
- 3) Gift cards are purchased using the College PCard or ThunderMart whenever possible (personal expenditure and reimbursement should be rare).

- 4) Documentation showing to whom gift cards are given must be retained by Study Investigator's office for a period of one year following contract or grant expiration (for audit and internal control purposes). Names associated with the gift cards must be disassociated with and kept separate from the data collected in the research study.
- 5) If the cumulative amount of gift cards given to a human subject exceed \$600 in a calendar year, the Principal Investigator or associated staff must collect and provide recipient name, address, SSN and dollar amount to Accounting so that Accounting can send recipient a 1099-misc in compliance with IRS reporting requirements.

### **Non-allowable expenses**

#### Research Assistance

Support for research assistants is generally not included in dissertation grants, but may be available through the faculty advisor in some situations. Students should not engage individuals for paid assistance without first consulting and getting the appropriate approvals and means of payment with receipts. This is a rare circumstance.

#### Dissertation Defense

Expenses related to travel and lodging for dissertation defense are not eligible for reimbursement from Dissertation Grant funds.

### **Obtaining reimbursement**

Once funding is approved, the student shall personally pay for dissertation expenses, keeping all original receipts. Once all expenses have been paid or the maximum amount of the grant has been reached, the student completes and signs an expense report and files it including original receipts with the assistant to the Doctoral Programs Office Coordinator, [Ms. Elisabeth Clements](#), who will request a check for approved expenses.

## 2.8 DATA COLLECTION

<i>Quick Guide</i>	
<i>Tasks</i>	<i>Following IRB approval, collect data in accordance with the method and protocol approved by your dissertation committee and IRB</i>

Once the student has completed Sections 2.1-2.7, he/she may begin collecting data in accordance to the method and protocol approved by the student's Clinical Dissertation Committee and the Wheaton College IRB. Previously collected data may only be used with the approval of the student's Clinical Dissertation Committee (Chair) and after the appropriate IRB approval is obtained.

## 2.9 WRITE DISSERTATION MANUSCRIPT

<b>Quick Guide</b>	
<b>Tasks</b>	<ul style="list-style-type: none"> <li>• Follow <a href="#">APA Style</a> when completing your clinical dissertation manuscript</li> <li>• Follow the specific standards set forth by the School of PCFT and Buswell Memorial Library described below.</li> </ul>

Listed below are specific standards set by the School of PCFT and the Buswell Memorial Library for the final manuscript, i.e., the version of the dissertation that you turn into the library when it is complete. The PsyD/PhD Program requires that all dissertations be formatted according to current APA Style. It works best to incorporate these standards into your drafts as soon as possible.

[Dissertation manuscripts are submitted to Buswell Library digitally.](#)

### Front matter

Your dissertation must contain the following pages, in this order: fly leaf (blank sheet), title, certification (type names of your faculty advisors with actual signatures only on paper copies), disclaimer, dedication (optional), epigraph (optional), abstract, table of contents, illustrations and tables (if any), acknowledgements (optional).

### Margins

1.5 inches on the left side of each page, 1 inch on the other three sides.

### Font

Standard typewriter or computer fonts are acceptable. Script, italic, bold, and underlined fonts may be used as appropriate for emphasis, clarity, or grammatical correctness within the document and should be utilized in accordance with APA style.

### Formatting

To align text, use tabs instead of the space bar. Insert page breaks to start a new page. Use section breaks to change the format between pages.

### Spacing

Double-spacing is required throughout most of the manuscript. Single spacing may be used where it will improve readability, e.g., footnotes, reference list, long quotations and should be utilized in accordance with APA style.

### Organization

Follow the sequencing outlined in the publication manual of APA for student theses and dissertations. All clinical dissertation manuscripts must include the following pages, in this order: title page, certification page with Committee signatures, disclaimer page, abstract, and table of contents. The table of contents follows the Turabian style (see *A Manual for Writers*, Kate L.

Turabian). In contrast to APA style, figures, tables, and footnotes are to be incorporated into the Clinical Dissertation document at the appropriate point in text

### **Pagination**

Paginate front matter using lowercase roman numerals (i, ii, iii, iv and so forth). Paginate the body of your dissertation, including bibliography, appendixes, etc., using arabic numerals (1, 2, 3, and so forth). Use your word processor's tools for creating tables of contents and cross references in order to ensure that pagination remains consistent when you create the PDF file for Buswell Library submission described in Section 2.14.

### Page Sequence

Front Flyleaf (blank page)

Title Page ([Appendix E](#))

Certification Page ([Appendix F](#))

Disclaimer Page ([Appendix G](#))

Abstract

Table of Contents (Sample-[Appendix H](#))

Text of dissertation

Appendices References

Back Flyleaf (blank page)

## 2.10 COMPLETE DISSERTATION MANUSCRIPT (USUALLY WHILE OFF-CAMPUS)

<i>Quick Guide</i>	
<i>Helpful hint</i>	Read the <i>Clinical Dissertation Manual</i> through one more time to grasp the dissertation process through completion <u>prior to leaving the area for pre-doctoral internship.</u>

It is ideal is to have the clinical dissertation completed and defended before leaving for internship. However, the student may continue work on the dissertation while on internship. The student should be mindful that internships are often out of the area which adds to the complexities of collecting and analyzing data and scheduling meetings with your chair and executing the dissertation defense. **It is the student's responsibility to complete her or his own dissertation. Before leaving campus the student should be certain that he/she understands what is needed in advance, e.g., forms, procedures, signatures, oral defense bulletin, preparation for the oral defense, and procedures for the final manuscript.**



## 2.II PREPARE FOR AND SCHEDULE ORAL DEFENSE

<b>Quick Guide</b>	
<b>Tasks</b>	<ul style="list-style-type: none"> <li>• Submit initial full draft to Chair. Complete revision drafts as necessary.</li> <li>• Following Chair's approval, distribute full draft to committee for review.</li> <li>• Following incorporation of committee's revisions, submit Final Draft to committee for Oral Defense Meeting.</li> <li>• In collaboration with the committee, set Oral Defense date at least 2 weeks after Final Draft submission.</li> <li>• Coordinate a virtual meeting room for the defense or reserve a meeting room from the Doctoral Programs Office Coordinator and any technology needed from Academic and Institutional Technology.</li> <li>• Submit a complete Oral Defense Bulletin to the Program Administrator 2 weeks before the defense.</li> <li>• Make enough copies of the "Certification Page" (<a href="#">Appendix E</a>) to be used in bound dissertations. Bring to defense for signature of committee.</li> </ul>
<b>Required Paperwork</b>	<ul style="list-style-type: none"> <li>• Oral Defense Bulletin (template and sample may be found in the <a href="#">PsyD/PhD Group hosted on Teams</a>)</li> <li>• Certification Page, quantity as needed (<a href="#">Appendix E</a>)</li> </ul>
<b>Deadlines</b>	<ul style="list-style-type: none"> <li>• <b>December 15, Year 5.</b> Initial <u>full</u> draft of clinical dissertation manuscript to the Chair. Be prepared to make multiple revisions.</li> <li>• <b>March 15, Year 5.</b> Last date for Oral Defense Meeting in order to participate in May Commencement ceremony.</li> <li>• <b>2 weeks prior to Oral Defense.</b> Submit complete Oral Defense bulletin to Program Administrator.</li> </ul>
<b>Helpful hints</b>	<ul style="list-style-type: none"> <li>• <b>Dissertation Bulletin:</b> Email the Program Administrator complete draft of the dissertation bulletin at least 2 weeks prior to your planned defense</li> </ul>

**Pre-scheduling phase**

The goal during this phase is to develop the initial draft of the full dissertation manuscript. This draft will contain revisions to the initial dissertation proposal (Introduction, Literature Review, and Methods Section) and add the Results and Discussion Sections, References, Appendices, as well as the Abstract and Table of Contents. Figures, tables, and footnotes are to be incorporated into the clinical dissertation document at the appropriate point in the text.

**Scheduling phase**

Scheduling the defense of the dissertation occurs in three formal steps, each with a specific deadline.

**Step 1:** Submit Initial Dissertation Draft to Dissertation Chair

Submit a complete, quality **initial draft** of the dissertation to the Chair. This draft should be in the format preferred by the Chair (paper or electronic). After the initial draft is submitted, the Chair will provide suggestions for improvement. Multiple revisions will most likely be required by the Chair, before the Chair gives permission to distribute the approved draft to the rest of the Committee. This can be a time-consuming process, so plan ahead to allow time for their revisions and development of the dissertation manuscript.

## Timeline

Although it is strongly recommended that the student complete the entire dissertation process prior to leaving for internship, some students choose to continue dissertation during internship. In these cases, especially when the student is out of town, the student must be mindful of the fact that the dissertation writing process is time consuming and involves many drafts before it is ready for defense. If the student wants to walk in the May Graduation Ceremony, the Initial Dissertation Draft must be submitted to the Chair no later than December 15 to have enough time for multiple revisions so that a final version is ready for the Dissertation. Defense that must take place prior to March 15. Students should also be mindful of postdoctoral hour requirement in the jurisdiction for which they are hoping to obtain licensure, as there is variability related to when one is officially able to begin accruing postdoctoral hours. The dissertation requirement is often the last requirement and should be addressed accordingly.

### Step 2: Submit *Approved Dissertation Draft* to Dissertation Committee

The second step consists of preparing a complete, quality **approved draft** of the dissertation and submission to each committee member. An approved draft is a manuscript that is approved by the Chair to send on to readers for review. Submit the approved draft to the readers in the format preferred by the committee member (paper or electronic). After all readers have received the approved draft, they must agree that the draft is of sufficient quality to schedule a defense date. At that point, any committee members can also provide input, guidance, suggested revisions, etc., to the approved draft. Committee members may also require an additional pre-defense draft by a specific date. **Note:** Students may not set a defense date prior to approval of the draft by the Chairperson and all readers.

### Step 3: Submit *Defense Manuscript* for Oral Defense Meeting

If the committee asks for changes, the student incorporates the suggestions of the committee members. The student, in collaboration with his/her committee, will then set the date and time for the Oral Defense meeting. The student must submit the Approved Draft in the format preferred by each reader (paper or electronic) to each member of the Chair *two weeks prior* to the date of the Oral Defense. **In those cases, in which the student wishes to participate in the upcoming May graduation, the Oral Defense meeting must take place prior March 15.** Because of the time needed for notification of graduation to the Board of Trustees, for changes to the graduation program, robes/hoods ordered, etc., no exceptions are made to this deadline. Students who do not meet this date will need to defend their manuscript on a delayed time schedule that does not allow them to “walk” in the current year’s May graduation ceremony.

**Inform the Program Administrator of the date/ Submit Oral Defense Bulletin to Program Administrator**

1. When the defense date has been set, the student must inform the Program Administrator of the date.
2. The student must prepare and submit the Oral Defense Bulletin to the Program Administrator. The Oral Defense Bulletin is an **official document necessary for graduation** and the notification of the Oral Defense to the broader academic community of the college. The student submits the Oral Defense Bulletin to the Program Administrator **no fewer than 14 days before the Oral Defense meeting** via email attachment. This deadline allows for timely printing and distribution. When completing the bulletin, the student must list all of the classes taken during the program. **It is the student's responsibility to put their classes into the bulletin.** A template and sample of the oral defense bulletin is located online in the [PsyD/PhD Group hosted on Teams](#). The bulletin is distributed to the faculty, registrar, admissions, and department archives. Because the registrar considers the bulletin an official document necessary for graduation, the student **MUST** turn in the completed bulletin or his/her name will be taken off of the graduation list. Several copies are also given to the student to distribute to family and friends. A binder of all previous Defense Bulletins is placed in the PsyD Reading Room.

### Reserve Meeting Room and Media Technology Materials

Either an in-person defense or videoconference defense is allowable. It is the student's responsibility to work to mitigate any difficulties related to this type of defense. Similarly, for remote defense, it is the student's responsibility for in-person defense to reserve a room with the assistance of Doctoral Programs Office Coordinator, [Ms. Elisabeth Clements](#), who can schedule rooms. At this time, the student should also ask the Undergraduate Office Coordinator if the room is equipped with the equipment needed for the presentation. If a student needs additional equipment such as a data projector for Power Point presentations, he/she must make a reservation for such with the Academic and Media Technology department by sending an e-mail to: [ait.service.desk@wheaton.edu](mailto:ait.service.desk@wheaton.edu) or calling the reservation line at 630.752.4357. The student must ensure that technology works properly before the defense is scheduled to begin.

### Make Copies of Certification Pages

At the Oral Defense meeting, the student will have as many copies of the "Certification Page" ([Appendix G](#)) on the paper described in Step Nine to match the number of manuscripts to be bound. These pages should be kept by the student until they are added to the copies of the final manuscript given to Buswell Library for binding. **Please note that the date written on the certification page should be the date of the defense.** If committee members are being asked to sign certification pages at a date later than the dissertation defense, please remind them to write the **DATE OF THE DEFENSE**.

## 2.12 ORAL DEFENSE

<b>Quick Guide</b>	
<b>Tasks</b>	<ul style="list-style-type: none"> <li>• Oral defense of clinical dissertation. A two-hour defense will include a presentation by the student of the dissertation findings, a discussion period and an oral examination by the committee.</li> <li>• Remediation and/or grievance processes to be followed upon failure</li> </ul>
<b>Required Paperwork</b>	<ul style="list-style-type: none"> <li>• Certification Page, quantity as needed (Appendix E). This is to be signed by all committee members using the successful defense date as the signature date. The student keeps all copies of the Certification Page for submission with their manuscript to Buswell Library.</li> </ul>
<b>Deadlines</b>	<ul style="list-style-type: none"> <li>• <b>March 15.</b> Last date for Oral Defense Meeting in order to participate in May Commencement ceremony. Student will likely receive an August 31 degree date if all other degree requirements are met.</li> <li>• <b>June 1.</b> Last date for Oral Defense Meeting in order to potentially receive an August 31 degree date if all other degree requirements are met. Student is eligible to participate in May Commencement ceremony in following year.</li> <li>• <b>September 15.</b> Last date for Oral Defense Meeting in order to potentially receive a December degree date if all other degree requirements are met. Student is eligible to participate in May Commencement ceremony in following year.</li> </ul>

**Timeline**

The student is strongly encouraged to complete the dissertation prior to leaving for internship. The Oral Defense meeting must take place no later than **March 15** in order for the student to walk in the May Graduation Ceremony. Although there is only one ceremony a year, there are three graduation dates (May, August 31, and December). The Oral Defense must take place no later than June 1 if the student wishes to obtain the August 31<sup>st</sup> graduation date. The Oral Defense must occur prior to September 15 if the student wishes to obtain the December graduation date. Appropriate periods of time before graduation are necessary to account for the time it takes for the Technical Reader review and approval. Please note that the dissertation is not complete until all steps listed on the [“Instructions for Final Submission of Doctoral Dissertations”](#) are complete.

**Purpose**

The major outcome assessed in the Oral Defense is whether the student’s performance measures up to the scholarship expectations of the psychology profession. The Clinical Dissertation Committee makes this judgment. The Oral Defense is the means by which the student demonstrates knowledge of the dissertation subject, both specifically on the topic and broadly in the general area and demonstrates the ability to analyze, synthesize, and integrate literature and experience. Oral communication skills and the ability to function under pressure in a professional capacity are also qualities expected to be demonstrated by the student during the Oral Defense.

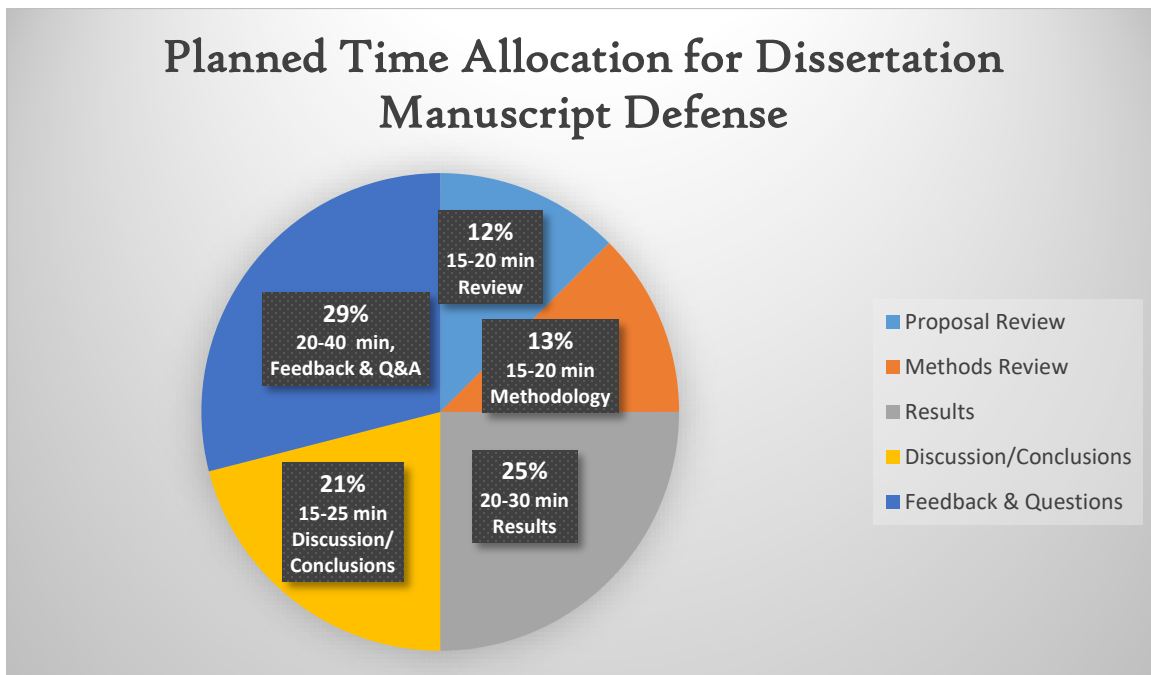
**Chair’s Role**

The Chair moderates the defense session. The format for the two hours is generally a presentation of the dissertation (emphasizing analyses, results, and discussion) to the committee and any other guests. The Chair invites comments and questions from the guests for open discussion of the

dissertation topic. The Chair dismisses all guests after the discussion period and begins the examination. The examination focuses on the dissertation topic but may also include some questions of a broader nature relevant to the topic. Questions are likely to be open-ended and may touch on any aspect of the professional field, the student's personal views and experience, or the spectrum of relevant literature or resources associated with the dissertation.

The Chair determines the time to end the examination and then excuses the student for committee deliberations. When a majority of the Committee achieve consensus, the student is invited to rejoin the committee and informed of the results.

Time Guidelines for Dissertation Defense Presentation:



### Passing

Passing the oral dissertation defense requires a consensus of a majority of the Committee members. Passing of the Oral Defense and approval of the final draft is indicated by the Clinical Dissertation Committee's signatures on the “**Certification Page**” (see [Appendix F](#)).

The Chair reports the results to the Graduate Psychology Program Administrator who documents the passing date in the database for official record keeping.

**Note:** It is not unusual for students to ‘Pass with Revisions,’ requiring minor revisions to be made prior to sending the dissertation manuscript to the technical reader.

### Failure

Alterations of a minor or editorial nature do not constitute failure. If the student has failed the Oral Defense, the Chair must tell the student the reason for failure and invite the student to voice his/her view. After the discussion, the Chair creates a written remediation plan, which addresses deficiencies

and establishes a time for a rescheduled Oral Defense (no earlier than three months from original Oral Defense date). The same procedures are followed for the second defense as were followed for the first. Failing the second Oral Defense constitutes a failure to reach the standards of the Doctor of Psychology degree and results in the student being ineligible to continue in the program.

### **Grievance Procedure for the Oral Defense**

If a student believes that he/she has been unfairly judged by the Clinical Dissertation Committee, he/she shall present a [written grievance to the Admissions and Academic Requirements Committee \(AARC\)](#) for action. The AARC will function as an *ad hoc* Grievance Committee. If one or both of the AARC faculty members are on the student's Committee, the *ad hoc* Grievance Committee will be adjusted accordingly to exclude the faculty member(s) involved. In most cases this will involve replacing the AARC member who is part of the Committee with another faculty member. The *ad hoc* committee will be formed within two weeks of the receipt of the student's grievance. The Grievance Committee will be charged with making a decision to accept the decision of the Clinical Dissertation Committee or declare it null and void. Other alternatives may be recommended, but the student has the right to ask for the null and void decision.

The Grievance Committee will conduct a formal hearing with all participants present. All parties will have the right to state their case and ask questions of one another. This is not a legal proceeding; it is a procedure within the jurisdiction of the Clinical Psychology Doctoral Programs. The Grievance Committee establishes the expectations for how the process will proceed, e.g., presentation of materials and timeline for hearing(s). Such rules do not set precedent beyond the given hearing and may be changed by the Admissions and Academic Requirements Committee/Grievance Committee for future hearings.

In the event that the Grievance Committee determines that the conduct of the Committee violated the rights of the student in some fashion, or breached professional ethics, or was irregular in following the guidelines, the results of the Oral Defense will be declared null and void. A new Clinical Dissertation Committee will be appointed to review the dissertation and conduct the Oral Defense. A “null and void” judgment means that the examination is not counted and the student has two examination sessions remaining to him/her.

If the Grievance Committee confirms the Clinical Dissertation Committee’s decision of failure, the student proceeds to prepare a second defense. A student who has failed an Oral Defense has the option of requesting a new committee for the second Oral Defense without making any statement or implication whatever about the fairness of the first Oral Defense. A new Clinical Dissertation Committee does not nullify the first examination and the student still has only one examination session remaining.

## 2.13 EDIT FINAL MANUSCRIPT AND SUBMIT TO TECHNICAL READER

<b>Quick Guide</b>	
<b>Tasks</b>	<ul style="list-style-type: none"> <li>• Student makes any revisions required by the committee. The Chair must approve final manuscript before student proceeds to Technical Reader submission.</li> <li>• Student submits the final manuscript and <a href="#">Technical Reader Tracking Sheet</a> (Appendix I) to Technical Reader services <a href="#">via this form</a>. This process is managed digitally with the use of email.</li> </ul>
<b>Required Paperwork</b>	<a href="#">Technical Reader Tracking Sheet</a> (Appendix I)
<b>Deadlines</b>	Begin the Technical Reader process <u>at least 3 months</u> prior to desired degree date (approximately May 5 <sup>th</sup> , August 31 <sup>st</sup> or approximately December 15 <sup>th</sup> .)

A student may be required to make minor changes to the defense draft after the Oral Defense. When the revisions are done to the satisfaction of the Committee, the student sends a digital copy of the *final manuscript* and the [Technical Reader Tracking Sheet](#) to Technical Reader services [via this form](#).

**Timeline**

If there is a specific graduation date (such as May, August 31, or December) to be considered for which this process must be completed, the student must allow **three months** lead time to allow for manuscript revisions between the Technical Reader and the student, and eventually, submission of the final manuscript to Buswell Library.

**Submit the Final Manuscript Draft and Tracking Sheet to Graduate Student Services (GSS)**

Submission of manuscripts to the Technical Reader is done by submitting a copy [via this form](#). The paper must be presented in Microsoft Word 2007 or later editions. The Technical Reader reviews the manuscript and notes corrections using the “track changes” and “comments” functions of Microsoft Word. A PDF copy of the manuscript with corrections and comments will be returned to the author via the Graduate Student Services Office. Using the PDF copy, the student will incorporate changes and comments into their word version of the manuscript. This process is repeated until the manuscript is approved by the Technical Reader.

Include a scanned copy of the Certification Page which documents committee signatures with your submission. (The original signed Certification Pages that were printed on the high quality paper and signed at the defense should be reserved for the official manuscripts submitted to Buswell Library for binding.) The GSS Office assumes financial responsibility for the technical reading process up to and including 20 hours per dissertation. Hours required over and above this amount of time are charged to the student at the current rate (approximately \$17.50 per hour). Presenting a draft that has been carefully checked for the above-mentioned technical qualities should make it possible for the student's work to be processed within the 20 hours allowed.

## Tracking Sheet

The student must submit the manuscript with the appropriate form entitled “Wheaton Graduate School-School of PCFT-Technical Reader Tracking Sheet and Information” ([\*Technical Reader Tracking Sheet\*](#) in [Appendix I](#)) when submitting the draft to Technical Reader. The official Technical Reader Tracking Sheet may be accessed online here: <https://www.wheaton.edu/media/graduate-school/academic-services/Psychology-Department-Technical-Reader-Tracking-Sheet.pdf>

On the Technical Reader Tracking Sheet (a PDF form), the student must indicate the following information:

APA manual of style was used in writing the clinical dissertation.

Any deviations from the manual of style due to computer programming. Deviations should be kept to an absolute minimum.

Any deviations from the manual occurring because of the type of dissertation undertaken. This is primarily applicable to applied clinical dissertations that may vary from the usual format.

Current addresses (regular and email) and phone number where the student can be reached.

## Wait for Technical Reader

The technical reader reviews the clinical dissertation for grammatical, format, and style quality, notes his/her corrections on the draft, and returns it to the GSS Office. It is the student’s responsibility to submit their very best manuscript to the Technical Reader. The student must allow for no less than 8 weeks for the review of the Technical Reader. **The process may take 8-12 weeks total.** Keep this timeline in mind when interviewing for post-doctoral positions. The process always takes longer than you think it will.

## Manuscript Revision Process

The Technical Reader reviews the manuscript and notes corrections using the “track changes” and “comments” functions of Microsoft Word. A PDF copy of the manuscript with corrections and comments will be returned to the author via the Graduate Student Services Office. Using the PDF copy, the student will incorporate changes and comments into their word version of the manuscript. This process is repeated until the manuscript is approved by the Technical Reader.

## Prepare Manuscript for Submission to Buswell Library

Read and complete the [\*Buswell Library Doctoral Dissertation Form\*](#). This process includes uploading your dissertation to UMI, the primary means by which your dissertation will become known to those outside of Wheaton College.



## 2.14 SUBMIT APPROVED FINAL MANUSCRIPT TO BUSWELL LIBRARY

<b>Quick Guide</b>	
<b>Tasks</b>	<ul style="list-style-type: none"> <li>Download Dissertation Submission instructions, Dissertation Form and UMI Submission from Buswell Library once dissertation manuscript is approved by the Technical Reader. (<a href="https://library.wheaton.edu/thesis">https://library.wheaton.edu/thesis</a>)</li> <li>Student submits the final manuscript and <a href="#">Technical Reader Tracking Sheet</a> (Appendix I) to Technical Reader services at <a href="mailto:technical.reader@wheaton.edu">technical.reader@wheaton.edu</a>. This process is managed digitally with the use of email.</li> <li>Pay dissertation related fees.</li> <li>Any bound dissertations will be ready 6-8 weeks following submission to Buswell Library.</li> </ul>
<b>Required Paperwork</b>	<ul style="list-style-type: none"> <li>Dissertation Submission Form (<a href="#">Appendix J</a>)</li> <li>UMI Submission (online at <a href="https://library.wheaton.edu/thesis">https://library.wheaton.edu/thesis</a>)</li> </ul>
<b>Helpful hints</b>	<p><b>Dissertation completion and post-doc:</b> Dissertation credits are recorded as In Progress (IP) until Buswell Library notifies the PsyD/PhD Program and the Registrar that the student's dissertation manuscript has been accepted. At such time, the grades will be changed from IP to P (Pass). The student receives the next available degree date (approximately May 5<sup>th</sup>, August 31<sup>st</sup> or approximately December 15<sup>th</sup>) once all degree requirements are met. However, many states permit the accumulation of post-doc hours once all degree requirements are met, and your transcript will be noted with this date. Please refer to licensure regulations in your state to determine when you may begin to accumulate post-doc hours toward licensure requirements.</p>

**Important Note:** A final grade for dissertation will not be conveyed until the Final Manuscript has been received and acknowledged by Buswell Library. This means that post-doctoral hours cannot begin to be accumulated in many states for those students whose final program requirement is the successful completion of dissertation *until* all steps listed on the “Instructions for Final Submission of Doctoral Dissertations” sheet (available at <https://library.wheaton.edu/thesis>) have been completed. It is the student's responsibility to complete all steps.

- Library staff reviews the manuscripts to ensure that they follow all the standards specified.
- Library notifies Registrar that the final manuscript has been received and all fees are paid. ***This is the official completion date of the dissertation.*** The Registrar's Office will certify the student's completion of the clinical dissertation requirement for graduation for purposes of graduation eligibility and release of transcripts.
- Manuscripts are sent to the bindery.
- Student is notified to pick up bound copies (usually 6 - 8 weeks), or personal copies are mailed to the student as directed on the “Doctoral Dissertation Form” (available from the Director of Graduate Student Services). The Library sends the School of PCFT copies to the Program Administrator.

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## APPENDICIES

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Appendix A: Clinical Dissertation Checklist

Appendix B: Pre-proposal Dissertation Review Sheet (2 pages) - Example

Appendix C: Clinical Dissertation Committee Application - Example

Appendix D: Final Proposal Title Page Example

Appendix E: Dissertation Manuscript Title Page Example

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Appendix G: Disclaimer Page Example

Appendix H: Table of Contents Example Page

Appendix I: Technical Reader Tracking Sheet (2 Pages) - Example

Appendix J: Instructions for Final Submission to Buswell Memorial Library

## Appendix A: Clinical Dissertation Checklist

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_ CPO: \_\_\_\_\_

<b>The Proposal:</b>	<b>Done</b>	<b>Deadline</b>	<b>Completion Date</b>
Committee chosen and draft in process and <b>Clinical Dissertation Committee Application (Appendix D)</b> submitted to Graduate Psychology Program Administrator	<input type="checkbox"/>	October 1 <sup>st</sup> , 3rd yr May 31 <sup>st</sup> , (3 <sup>rd</sup> year– for students taking extra year)	
First proposal manuscript draft submitted to Chair	<input type="checkbox"/>	1 <sup>st</sup> day of Spring semester (3rd year) 1 <sup>st</sup> day after Fall Break (4 <sup>th</sup> year)	
Final Proposal Defense meeting (submit a draft proposal manuscript approved by your Chair to your readers for review. See <b>Pre-Proposal Review Sheet – Appendix B</b> ).	<input type="checkbox"/>	June 1 <sup>st</sup> , (3 <sup>rd</sup> year) March 1 <sup>st</sup> ( 4 <sup>th</sup> year – for students taking extra year)	
Copy of signed <b>Final Proposal Cover Page (Appendix E)</b> submitted to Program Administrator for student portfolio	<input type="checkbox"/>	Day of defense	
<b>Institutional Review Board:</b>			
Submitted for approval	<input type="checkbox"/>	Aug-Dec, 4 <sup>th</sup> yr	
Approval gained	<input type="checkbox"/>	This varies, and can take considerable time. Stay in communication with IRB. Set a goal.	
<b>Dissertation Support Grant (if applicable):</b>			
<b>Application for Dissertation Support (Appendix C)</b> completed (if applicable) and submitted to Program Administrator	<input type="checkbox"/>	Subsequent to proposal defense, but prior to dissertation defense.	
Approval of support	<input type="checkbox"/>	Subsequent to proposal defense, but prior to dissertation defense.	
<b>Data:</b>			
Collection (in process) Collection (completed)	<input type="checkbox"/>	As soon as IRB approval received End of 2 <sup>nd</sup> Semester, 4 <sup>th</sup> yr	
Analysis (in process) Analysis (completed)	<input type="checkbox"/>	Prior to beginning of internship Optimally prior to beginning of internship	
<b>Final Manuscript:</b>			
<b>Note:</b> Ideally, students defend their dissertations prior to departing for internship. However, this is not always the case. The dates included below represent final deadlines for participation in the May Graduation Ceremony during internship year. Students are encouraged to work far ahead of these deadlines.			
Draft in process	<input type="checkbox"/>	Summer-Fall, 5 <sup>th</sup> yr	
Initial draft submitted to Chair (By Dec. 15 <sup>th</sup> if defending by April 5 <sup>th</sup> )	<input type="checkbox"/>	December 15 <sup>th</sup> , 5 <sup>th</sup> yr	
Approved draft submitted to Committee Members after Chair’s approval	<input type="checkbox"/>	Upon Chair’s approval, at least 2 weeks prior to Defense Date	
Dissertation Defense Bulletin to Program Administrator	<input type="checkbox"/>	2 weeks prior to Oral Defense Date	
Oral Defense meeting <b>Note: April 5 of 5<sup>th</sup> year is the deadline if the student desires to walk in the May graduation ceremony.</b>	<input type="checkbox"/>	By latter of April 5/first Friday of April <b>Note: June 1 of 5<sup>th</sup> year is the deadline if the student desires to graduate on August 31 due to required Technical Reader timeframe.</b>	
Submit Manuscript to <b>Technical Reader in Grad Services Office using Technical Reader Tracking Sheet (Appendix J)</b>	<input type="checkbox"/>	Post Defense	
Submit Manuscript to Buswell Library ( <b>Appendices K &amp; L</b> )	<input type="checkbox"/>	Post Defense, after approved by Technical Reader	

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair Signature

\_\_\_\_\_  
Date

## Appendix B: Pre-proposal Dissertation Review Sheet (2 pages) - Sample

Please use digital form found here: <https://www.jotform.com/202137935315048>

REVIEWER: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_ DATE REVIEWED: \_\_\_\_\_

STUDENT: \_\_\_\_\_ CHAIR: \_\_\_\_\_

Program Goal and Objective Met	Methods Criteria	Criteria Met? (circle one)	Comments (Include if criteria NOT met)
2(B)	1. <i>The Literature Review</i> is adequate to provide a theoretical and/or empirical justification for the project.	Yes / No	
2(B)	2. <i>Research questions</i> are included and are clearly articulated.	Yes / No	
2(B)	3. <i>Feasibility</i> of the proposed population and methods can be roughly assessed and reasonably anticipated <i>with clearly provided information</i> in the proposal.	Yes / No	
2(B)	4. <i>Research questions</i> and <i>identified variables</i> demonstrate adequate coherence.	Yes / No	
2(B)	5a. <b>QUANTITATIVE METHODOLOGY.</b> <i>Proposed measures</i> are included in appendices, of reasonable quality and are consistent with <i>identified variables</i> .  <b>Or</b> 5b. <b>QUALITATIVE METHODOLOGY:</b> <i>Proposed qualitative instrument</i> is included, of reasonable quality and addresses the main research questions	Yes / No	
2(B)	6. <i>Proposed analyses</i> are included for every research question.	Yes / No	
2(B)	7. <i>Proposed analyses</i> are suitable to the research questions/measures and are described in sufficient detail to demonstrate understanding.	Yes / No	
1(A)	8. <i>Writing</i> is of acceptable quality: technically sound, clear, professional in tone and consistent with APA Style.	Yes / No	
	NUMBER OF YES's (8/8 needed to proceed with defense)	___ / 8	
	OUTCOME OF REVIEW	PROCEED	Date proposal signed, returned to Chair, and email sent to Chair/student/Program Administrator  ___ / ___ / ___
		STOP	Date proposal passed on to Chair  ___ / ___ / ___

## Pre-proposal Dissertation Review Process

1. In collaboration with the Dissertation Committee Chair, the student requests both readers to review their clinical dissertation proposal using the *Pre-proposal Dissertation Review Sheet*.
2. Dissertation committee members review proposals within 1 week from receipt of proposal. The reader submits the completed *Pre-proposal Dissertation Review Sheet* to the committee Chair.
3. **IF** the outcome is **PROCEED**, the Chair:
  - a. emails Program Administrator and the student of the “Proceed” outcome.
  - b. Puts the review sheet in Program Administrator’s mailbox.
  - c. The student may proceed with the proposal hearing and turn in signature page to Program Administrator after successful proposal defense.
5. **IF** the outcome is **STOP**:
  - a. The Chair will communicate and process the identified concerns with the student. Plans for addressing the concerns will be identified.
  - b. The student will resubmit the revised proposal to both committee readers with new *Pre-proposal Dissertation Review Sheet* after addressing the identified weaknesses.

## Appendix C: Clinical Dissertation Committee Application



### Doctoral Program in Clinical Psychology: Clinical Dissertation Committee Application

Please use the digital form found here: <https://www.jotform.com/202255431463044>

<b>Student number</b>	<b>Student Name</b>	<b>Date</b>
-----------------------	---------------------	-------------

The purpose of this form is to document your clinical dissertation committee.

**Committee composition:** Each committee is comprised of three (3) members; a Chair and two readers. The composition of your committee must include a Chair who is a member of the Wheaton College School of Psychology, Counseling & Family Therapy (SPCFT) and one core PsyD faculty member. Two of three members must be members of the Wheaton College SPCFT, and the third may be from outside the school as long as they hold an earned doctorate in psychology or a related discipline and have been approved by the committee Chair.

**Readers from outside the department:** Readers from outside the school are paid a stipend at the end of the year of clinical dissertation proposal defense. The chart below must be completed in order for your reader to receive a stipend.

**Mailing address:**

**Social Security Number:**


**Advisor change:** In the event that the committee Chairperson is not a core PsyD/PhD faculty member, then a core PsyD/PhD reader will be named as the student’s advisor.

		<b>Core PsyD/PhD</b>	
Name	Dept./Affiliation		Signature
(Chair)	Psychology	<input type="checkbox"/>	
(Reader #1)	Psychology	<input type="checkbox"/>	
(Reader #2)		<input type="checkbox"/>	

**Original:** Student file  
**Copy to:** Dean’s Assistant  
 Program Administrator

Appendix D: Final Proposal Title Page Example

WHEATON COLLEGE  
School of Psychology, Counseling & Family Therapy

Clinical Dissertation Proposal  
Title of Clinical Dissertation

By  
Author's Name

APPROVED:

----- Type Clinical Dissertation Comt. Chair's name here	----- Date
----- Type Clinical Dissertation Comt. Member's name here	----- Date
----- Type Clinical Dissertation Comt. Member's name here	----- Date

IRB Approval Required from: Wheaton College  Outside Organization  Specify:

Type of IRB Review Required: Full  Expedited  Exempt

Appendix E: Dissertation Manuscript Title Page Example

Running head:

The Title of Your Dissertation:

in Title Case

A Dissertation Submitted To The Faculty Of The Graduate School  
In Partial Fulfillment Of The Requirements For The Doctor of Psychology Degree

School of Psychology, Counseling, & Family Therapy

by

Author's Name

Wheaton, Illinois

Month, Year



Appendix F: Certification Page Example

The Title of Your Dissertation:  
In Title Case

by  
Student Name

Approved:

\_\_\_\_\_  
Sandra Rueger, Ph.D., Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ward Davis, PsyD

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sally Schwer Canning, Ph.D.

\_\_\_\_\_  
Date

## Appendix G: Disclaimer Page Example

### Disclaimer

The views expressed in this clinical dissertation manuscript are those of the student and do not necessarily express the views of the Wheaton College Graduate School.

Appendix H: Table of Contents Example Page

## Table of Contents

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## Appendix I: Technical Reader Tracking Sheet (2 Pages)

Please download/use the digital form found here: <https://www.wheaton.edu/media/graduate-school/academic-services/Psychology-Department-Technical-Reader-Tracking-Sheet.pdf>

### WHEATON COLLEGE GRADUATE SCHOOL - SPCFT TECHNICAL READER TRACKING SHEET AND INFORMATION

**Instructions:**

1. Save this form to your computer
2. Type in your contact information below and sign the Reading Guidelines page.
3. Attach this Word Document to the email you send with your document.

**Student Contact Information:**

**Name:**

**Student ID#:**

**E-Mail:**

**Phone: (home):**

**(work):**

**Style Manual and Edition:**

**Style Manual Deviations:**

**FOR OFFICE USE ONLY**

<b>Date In</b>	<b>Date Out</b>	<b># Hours</b>

## School of PCFT Technical Reading Guidelines

All steps of the Technical Reading process remain the student's responsibility even if the student leaves the Wheaton area. There is a necessary deadline for the submission of the final, signed manuscript in order to permit all processes to take place preceding graduation. Authors must allow 8-12 weeks from the first manuscript submission to technical reader until the manuscript can be approved for delivery to Buswell Library. The process may be shorter. When your manuscript is received for technical reading you will notified as to your place in line for technical review.

Graduate manuscripts are submitted to the Graduate Student Services Office for technical reading after the first and second academic readers have indicated their approval of the paper by signing the **Certification Page**. The Certification Page must be submitted with the manuscript for technical reading.

The **Psychology Department Tracking Sheet**, found at <https://www.wheaton.edu/media/graduate-school/academic-services/Psychology-Department-Technical-Reader-Tracking-Sheet.pdf>, must also be completed and submitted with the manuscript for use by the technical reader.

The **Technical Reader** will review the manuscript for grammatical, format, and style quality, note corrections and return the manuscript to the Graduate Student Services Office. *The paper should be as error-free as possible before submission to the technical reader.*

The Graduate Student Services office assumes **financial responsibility** for the technical reading process up to and including fifteen (15) hours for all M.A. manuscripts, and twenty (20) hours for all Doctoral manuscripts. Hours required over and above this amount of time will be charged to the student at the rate of \$17.50 per hour. A hold will be placed on the student account until the over-charge has been paid. Presenting a manuscript which has been carefully checked for the above mentioned technical qualities will make it possible for the student's work to be processed within the hours allowed.

**Submission of manuscripts** to the Technical Reader is done by sending a copy to [technical.reader@wheaton.edu](mailto:technical.reader@wheaton.edu). The paper must be presented in Microsoft Word 2007 or later editions. The Technical Reader reviews the manuscript and notes corrections using the "track changes" and "comments" functions of Microsoft Word. A PDF copy of the manuscript with corrections and comments will be returned to the author via the Graduate Student Services Office. Using the PDF copy, the student will incorporate changes and comments into their word version of the manuscript. This process is repeated until the manuscript is approved by the Technical Reader.

When the manuscript is technically correct it will be returned to the student with a **Buswell Library Graduate School Document Form**. The manuscript is now ready to be submitted to Buswell Library. The student is responsible to present the final form of the original manuscript, abstract, and Graduate School document Form, plus personal copies the student wishes to have bound, to the Buswell Library Secretary (phone contact 630-752-5964). Written notification will be sent from the Library to both the Registrar's and Graduate Student Services Offices indicating that obligations have been met. The Registrar will note the records to this effect for the purposes of graduation eligibility and transcript release. **The Registrar must receive notification from Buswell Library by the Friday of finals week for the author to be considered for May or December graduation.**

**Entering a course grade** for the manuscript is the responsibility of the academic first reader. It should be done after final approval of the completed final draft. If not done, the Registrar's office will request same from the department. Those grades received before Library requirements are met will be held by the Registrar until all final steps as outlined have been completed.

I have read the above information and understand my responsibilities for the Technical Reading stage of my manuscript.

**Signature:**

**Date:**

## Appendix J: Instructions for Final Submission to Buswell Memorial Library

From: <https://library.wheaton.edu/PsyDDissertationInstructions>

### **Instructions for Final Submission of PsyD/PhD Doctoral Dissertations**

The following steps must be completed before the library will notify the PsyD/PhD program that you are formally eligible for graduation. If you have any questions or need help, please contact us at [library.admin@wheaton.edu](mailto:library.admin@wheaton.edu) or phone (630) 752-5625.

#### **Forms**

- [Buswell Library dissertation form](#)
- [ProQuest ETD submission](#)

#### **1. Ensure that your dissertation is complete and properly formatted**

*Front matter:* Your dissertation must contain the following pages, in this order: fly leaf (blank sheet), title, certification (typed names of your faculty advisors on the PDF; actual signatures should be only on any paper copies), disclaimer, dedication (optional), epigraph (optional), abstract, table of contents, illustrations and tables (if any), acknowledgements (optional).

*Margins:* 1 ½ inches on the left side of each page, 1 inch on the other three sides. Page numbers, running head, or tables cannot print inside these margins.

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