



**Department of Psychology**

## **Defending Your Dissertation and Graduating**

This pamphlet is designed to help you in the steps to defending your dissertation and graduating. Before using this, you must have thoroughly read a) the Handbook of the Psychology Department and the b) Policies of the Graduate School. In addition, note that all of the steps contained herein must be done in consultation with the Psychology Graduate Secretary.

Important links are:

<http://www.temple.edu/grad>

<http://www.temple.edu/grad/policies/gradpolicies.htm>

<http://www.temple.edu/psychology/Gradinfo/Links/Redbook.pdf>

[http://www.temple.edu/grad/research/diss\\_thesis.htm](http://www.temple.edu/grad/research/diss_thesis.htm)

(From this link, click on the link for the Dissertation Handbook).

Most of the forms necessary for obtaining your PhD will be given to you in a packet of materials by the Graduate Secretary. The remainder of the forms will be sent to you by the Graduate School or the College of Liberal Arts.

A list of all forms related to your PhD is below.

Forms from the Graduate Secretary:

- Application for Doctoral Degree
- Appointment of Dissertation Defense Committee
- Announcement of Oral Defense
- Doctoral Candidate Final Graduation Recommendation
- Final Examination Report

Forms that are sent from the Graduate School to the Graduate Secretary after the Announcement of Oral Defense form is submitted:

- Signature Pages (2)
- Survey of Earned Doctorates
- Microfilm Agreement (*Publishing Your Dissertation*)
  - Include a copy of the Title Page and Abstract

Forms you may need, but are not always necessary:

- Nomination for Service on Doctoral Committees
- Dissertation Committee Change

# Steps to Your PhD Following Prelim and Proposal

## 1. Check the Graduation Deadlines

This step should be completed far in advance of your defense. In order to graduate on time, the appropriate application to graduate must be submitted on time. The deadlines for this submission are posted on the University Academic Calendar and on:

<http://www.temple.edu/dissertationhandbook/>

The Necessary form is:

- Application for Doctoral Degree (Completed by Student and accompanied by proof that fees have been paid). You also must submit a copy of the title page from your dissertation. This form is returned to the College (Anderson Hall, 12<sup>th</sup> Floor).

## 2. Format Your Dissertation

Your dissertation must be formatted according to the guidelines of both the Psychology Department and the Graduate School.

- Formatting guidelines for the Psychology Department are given in the Psychology Department Handbook (Section XIV D).
- Formatting guidelines for the Graduate School are given in the Dissertation and Thesis Handbook on

<http://www.temple.edu/dissertationhandbook/>

**THE GRADUATE DISSERTATION HANDBOOK IS A VERY IMPORTANT DOCUMENT THAT MUST BE READ CAREFULLY AND IN ITS ENTIRETY.** In addition to formatting requirements, it contains other valuable information.

Do not wait until your manuscript has been completed to determine its compliance with standards and requirements. Make sure your dissertation is formatted correctly based on the guidelines of the Psychology Department and the Graduate School.

### 3. Form Your Committee

Your Dissertation Defense Committee consists of 6 members, including the members of your Doctoral Advisory Committee. One member of your Defense Committee must be from outside your Area of Specialization, and one must be from outside your Cluster (clusters being Brain, Behavior and Cognition [BBC] and Developmental, Social, and Clinical [DSC]). These criteria may overlap.

The Dissertation Defense Committee may include individuals from outside Temple University, so long as they hold the PhD or equivalent degree and have expertise in the subject area of the Dissertation, and so long as the majority of Committee are members of the Temple University graduate faculty.

- **Note that appointments of non-Temple faculty members to a Doctoral Advisory Committee must be approved by the Graduate School.** Use the form (Nomination for Service on Doctoral Committees) and allow time for this approval.

Composition of the Dissertation Defense Committee must be approved in writing by either the Chair of the Department or the Director of Graduate Studies at **least 2 months** prior to the scheduled date of the oral examination.

Submit the following Psychology Department form to the Graduate Secretary, who will obtain the necessary signatures. The Graduate Secretary will then file this form to initiate the defense process.

Forms:

Appointment of Dissertation Defense Committee

- Nomination for Service on Doctoral Committees (if necessary)

## 4. Preparing for the Defense

- a. Discuss a possible date for the defense with your Dissertation Committee.
- b. Consult with the Graduate Secretary in order to finalize the defense date.
- c. Distribute a Written Announcement of Your Oral Defense.
- d. Complete the Announcement of Oral Defense Form and present it to the Graduate Secretary at least one month prior to your proposed oral defense date. The Graduate Secretary will obtain signatures of the Department Chair or Director of Graduate Studies and will submit this form to the Graduate School.

Form:

Announcement of Oral Defense

- e. The Graduate School will deliver to the Graduate Secretary a packet containing confirmation of your defense date and 30-day-turnaround date, 2 signature pages, the microfilm agreement (*Publishing Your Dissertation*), and the *Survey of Earned Doctorates*. Check with the Graduate Secretary and your advisor early to make certain the forms have been returned, and then make certain they are present at the defense.
- f. When the Graduate Secretary receives the Announcement of Oral Defense Form, she will construct a Psychology Department Announcement of Oral Defense that will be distributed to all faculty in the department. Check to ensure that this occurs.
- g. A minimum of two weeks prior to the defense, provide a copy of your completed dissertation to the Graduate Secretary and distribute copies to your committee.
- h. At this time, at least two weeks prior to the defense, you should schedule a meeting with Marge Pippet ([pip@temple.edu](mailto:pip@temple.edu)) to go over the formatting of the final draft of your dissertation.

## 5. On the Day of the Defense

- a. Before the defense, prepare your part of the Final Examination Report Form and bring it to the defense.
- b. After the defense, have all members of your committee sign the Final Examination Report Form in two places: that they have read the dissertation AND under Yes (if passed) for “Report on the Final Examination”.
- c. Have all committee members sign both Signature Pages. Be sure to get all necessary signatures! Make sure that committee members sign in the signature column, and not in the column in which their names will be typed.

Forms:

- Final Examination Report
- Signature Pages (2)

## 6. After the Defense

- a. Make the necessary changes to the dissertation based on feedback from your committee.

 Verify that the following forms are completed and turned in.

The following forms must be turned into Graduate Secretary, who will send them to the College of Liberal Arts:

- Doctoral Candidate Graduation Recommendation Form (to be completed by Advisor and Chair)
- Final Examination Report

The following items must be turned in by you to the Graduate School (5<sup>th</sup> Floor Carnell Hall). One copy of all of this must be turned into Graduate Secretary.

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- Two final drafts of your dissertation (after changes)
  - Two original signature pages \*
  - Completed microfilm agreement (*Publishing Your Dissertation*)\*
    - o Include a copy of the Title Page and Abstract
  - Copy of your Curriculum Vitae
  - Completed *Survey of Earned Doctorates* \*

\* These forms will come from the Graduate School to the Graduate Secretary.