



Psy.D. Program in Clinical Psychology

UNIVERSITY OF LA VERNE

Dissertation Manual

Accredited by:

The Commission on Accreditation of the American Psychological Association

Questions related to the program's accredited status should be directed to the
Commission on Accreditation at:

Office of Program Consultation and Accreditation

American Psychological Association

750 First Street, NE

Washington, DC 20002

(202) 336-5979

Email: apaaccred@apa.org

Web: www.apa.org/ed/accreditation

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Section 1. Introduction

The purpose of the *Dissertation Manual* is to facilitate the dissertation process. Its use ensures consistency in format and appearance for all dissertations completed in the program. Students should become familiar with this manual before beginning the first draft of their dissertation. This manual should be used in conjunction with the *Publication Manual of the American Psychological Association, Sixth Edition (2010)*. Students should not rely on other dissertations to format their dissertation. This manual should also be used in conjunction with the *Program Policies and Procedures Handbook* located at: <http://sites.laverne.edu/psychology/psyd-program/resources-for-current-students/program-policies/>.

The dissertation is a developmental process that proceeds through a number of steps in conceptualization, planning, and implementation of an applied research effort. This manual provides students information regarding the steps involved in the process of completing the dissertation. The dissertation process starts early by developing possible ideas in Year 1 of the program, and by building a knowledge base around these ideas over several years of coursework.

This manual provides information about various policies related to the dissertation process, human participant protection, timelines for completion of various steps, format and style of the dissertation manuscript, and forms needed to document progress. This manual also answers questions about formation of the dissertation committee, eligibility requirements, and support systems available to students.

The dissertation process is expected to help students demonstrate the following competencies:

1. Ability to research complex ideas and communicate results knowledgeably and clearly.
2. Understanding of a variety of research methods and designs and ability to judge their appropriateness to a given research problem.
3. Proficiency in the use of at least one recognized research method and the ability to defend its appropriateness of application to the research problem.
4. Independence of thought and action in the selection of a significant research topic and in conduct of the study.
5. Mastery and interpretation of theory, research, and application in selected area of study.
6. Ability to contribute significantly to the state of knowledge and/or practice in clinical psychology through the creation of an original piece of research.

Section 2: Research Mission Statement

The Psy.D. Program in Clinical Psychology at the University of La Verne trains doctoral students to use and intelligently communicate a broad range of methodological techniques. The culminating research experience in the program is the doctoral dissertation.

Students' dissertation topics are expected to be consistent with faculty interests and expertise. Faculty research interests are outlined on the program's webpage:

<http://sites.laverne.edu/psychology/faculty-and-staff/>.

The research settings doctoral students may use for their dissertation will vary according to the needs of the research. Students might work with community residents, program directors, or populations with psychological or physical impairment. Students might work in clinics, hospitals, prisons, schools, private industry, or traditional laboratory settings in collecting their data.

Students' dissertations may include large-scale survey designs, archival analysis of existing records, qualitative analysis of group or individual behavior, or laboratory and field experiments with special populations.

Section 3: Responsibilities

A. Student

The student owns his/her dissertation and has the final responsibility for its planning, execution, completion, and quality. All others are involved in the process in a support capacity. Students' major responsibilities are outlined below:

1. Providing information necessary to facilitate match with Dissertation Chair.
2. Deciding upon a topic in consultation with their Dissertation Chair.
3. Selecting their dissertation committee members in consultation with their Dissertation Chair.
4. Completing requirements in all dissertation courses in a timely manner.
5. Following APA Ethical Guidelines and La Verne's IRB guidelines for conducting research with human participants.
6. Obtaining permission for all measures/materials used in the dissertation.
7. Completing and submitting all necessary forms to the Psychology Department Manager in a timely manner.
8. Submitting the curriculum vita of the third dissertation committee member to the Psychology Department Manager in a timely manner.
9. Submitting necessary forms and paying required fees to Graduate Academic Services.
10. Arranging all meetings of the dissertation committee needed throughout the dissertation process (e.g., *Proposal Defense*, *Final Defense*, etc.).
11. Making photocopies as needed.
12. Successfully completing the *Proposal Defense* prior to applying for the predoctoral internship.
13. Successfully completing the *Final Defense* and attending to all post-defense requirements.

B. Dissertation Chair

The Dissertation Chair's major responsibilities are:

1. Consulting with and advising students in topic selection.
2. Consulting with students in selection of other committee members.
3. Providing guidance and support in all phases of dissertation development.
4. Providing feedback of written material to students in a timely manner.
5. Overseeing the overall quality and appropriateness of the dissertation.
6. Signing necessary forms.
7. Presiding over all meetings of the dissertation committee.
8. Facilitating communication among the committee members, as well as between committee members and the student.

C. Dissertation Committee Members

Dissertation committee members' major responsibilities are:

1. Providing guidance and support in all phases of dissertation development.
2. Consulting with the student and Dissertation Chair on an as-needed basis.
3. Providing feedback of written material to students in a timely manner.
4. Signing necessary forms.
5. Participating in the *Proposal Defense*.
6. Participating in the *Final Defense*.

D. Psy.D. Program Chair/DCT (PC/DCT)

The Psy.D. Program Chair/DCT facilitates the dissertation process through:

1. Providing oversight of the dissertation process and updating the Dissertation Manual.
2. Serving as the instructor of record for Psy 661-664.
3. Monitoring completion and submission of all dissertation forms to Graduate Academic Services.
4. Conducting the *Final Format Check*.
5. Signing students' dissertation signature page.
6. Keeping aggregated data on dissertation outcomes for accreditation in collaboration with the Psychology Department Manager.

E. Psychology Department Manager (PDM)

The Psychology Department Manager is responsible for:

1. Processing and recording all dissertation forms.
2. Scheduling rooms for *Proposal Defense* and *Final Defense*.
3. Notifying University Community about the *Final Defense*.
4. Obtaining Psy.D. Program Chair/DCT's signature on all dissertation forms.
5. Acting as a liaison between Psy.D. students and Graduate Academic Services.
6. Facilitating electronic submission of final dissertation.

F. Dean of College of Arts and Sciences

The Dean of the College of Arts and Sciences is responsible for:

1. Signing students' dissertation signature page.
2. Returning signed signature page to the Psychology Department Manager.

G. Graduate Academic Services

Graduate Academic Services is responsible for:

1. Monitoring the receipt of all dissertation forms and insuring that the sequential nature of the process is properly maintained.
2. Checking that all fees have been paid. Posting of credit for Psy 664.
3. Insuring that necessary paperwork for committee members' payment is submitted to Human Resources.

Section 4: Dissertation Course Sequence

The dissertation sequence follows a sequential, cumulative, and graded in complexity plan. Courses may not be taken out of sequence. Psy 605, 605L, 606, 606L, 640, and 641 are classes that meet each week under the direction of a course instructor. For registration purposes, the PC/DCT serves as the instructor of record for Psy 661-664. Psy 661-664 are not actual classes, but rather are dissertation units. Students register for dissertation unit courses (Psy 661-664) under the PC/DCT, but carry out the work for these courses under the direction of their Dissertation Chair.

The dissertation sequence described below assumes that students will remain on track. Students falling off track should consult with the PC/DCT and refer to the *Program Policies and Procedures Handbook*.

A. Year 1 courses

Psy 605: Advanced Statistics I (Fall)

Reviews analysis of variance and covariance, simple effects analyses, and factorial designs. (Co-requisite Psy 605L.)

Psy 605L: SPSS Lab I: Univariate (Fall)

Reviews use and application of SPSS for statistical techniques learned in Psy 605. (Co-requisite Psy 605.)

Psy 606: Advanced Statistics II (Spring)

Continuation of Psy 605. Reviews multivariate techniques, multiple regression, discriminant analysis, factor and cluster analyses, multidimensional scaling, and structural equation modeling. (Co-requisite Psy 606L. Prerequisites: Psy 605 & 605L.)

Psy 606L: SPSS Lab II: Multivariate (Spring)

Reviews use and application of SPSS for statistical techniques learned in Psy 606. (Co-requisite Psy 606. Prerequisites: Psy 605 & 605L.)

B. Year 2 courses

Psy 640: Quantitative Research Methods (Fall)

Exposes students to research methods in clinical psychology including experimental, quasi-experimental, correlational, observational, and descriptive methodologies. (Prerequisites: Psy 605, 605L, 606, & 606L.)

Psy 641: Qualitative Research Methods (Spring)

Introduction to the theory and application of qualitative research methods including strategies for qualitative data collection and analysis. (Prerequisites: Psy 605, 605L, 606, 606L & 640.)

C. Year 3 courses

Psy 661: Dissertation I (Fall)

Students form their dissertation committee and begin writing their dissertation proposal. Students may enroll in Psy 662 during the spring semester as they are working towards completion of Psy 661 (see Section 5E). (Prerequisites: Psy 605, 605L, 606, 606L, 640, & 641.)

Psy 662: Dissertation II (Spring)

Students continue to write their dissertation proposal culminating in the *Proposal Defense*. Students who have not completed Psy 662 may not register for Psy 663. Students who have not completed Psy 662 within one year of first registration will be required to enroll in Psy 662 (Dissertation II) a second time (see Section 5E). (Prerequisites: Psy 605, 605L, 606, 606L, 640, 641, & 661.)

D. Year 4 courses

Psy 663: Dissertation III (Fall)

After successful completion of Psy 662, students must secure IRB approval, collect their data, analyze their data, work towards a draft of their dissertation for final defense, schedule their *Final Defense*, and apply for graduation. Students may enroll in Psy 664 during the spring semester as they are working towards completion of Psy 663 (see Section 5I). Students are required to repeat Psy 663 if they have not obtained IRB approval within one year of first registration. Students required to repeat Psy 663 must also repeat Psy 664. (Prerequisites: Psy 605, 605L, 606, 606L, 640, 641, 661, & 662.)

Psy 664: Dissertation IV (Spring)

After successful completion of Psy 663, students must hold a *Final Defense* of their dissertation, make revisions suggested by chair/committee, complete required Graduate Academic Services paperwork, and pay Graduate Academic Services fees. (Prerequisites: Psy 605, 605L, 606, 606L, 640, 641, 661, 662, & 663.)

E. Summary of Expected Dissertation Course Sequence

Year	Fall	Spring
1	Psy 605 & Psy 605L	Psy 606 & Psy 606L
2	Psy 640	Psy 641
3	Psy 661	Psy 662- <i>Proposal Defense</i>
4	Psy 663	Psy 664- <i>Final Defense</i>

F. Continuous Enrollment

As described in Section 3K:1 of the *Program Policies and Procedures Handbook*, Dissertation continuance is required for students who do not complete all requirements for Psy 664 within one year of registration.

Section 5: Dissertation Process

The dissertation process starts in Year 1 of the program. Several important milestones are met along the way towards completion of the dissertation.

A. Development of Knowledge Base

In Year 1, students should begin immersing themselves in the psychological literature by reading relevant journals on a regular basis. As they progress through the program, students develop a knowledge base around various ideas encountered in their coursework, at practicum, and in association with program faculty.

B. Dissertation Orientation

A dissertation orientation is held in Psy 610: *Professional Development Seminar* during Spring Year 1 to orient students to the dissertation process and familiarize them with the *Dissertation Manual*. Students are also provided with a description of the research interests of faculty eligible to serve as dissertation chairs.

C. Matching with Dissertation Chair

As they transition into Year 2 of the program, students should begin meeting with potential chairs identified during the dissertation orientation to discuss faculty research interests, to explore the types of research each faculty member would be willing to supervise, and to determine each faculty member's expectations for dissertation advisees. Only core doctoral faculty are eligible to serve as a Dissertation Chair. A list of eligible dissertation chairs is maintained on the program's website:

<http://sites.laverne.edu/psychology/psyd-program/resources-for-current-students/dissertation-manual/>

During spring semester of Year 2, students are expected to have met with several faculty and have identified 2-3 possible dissertation topics consistent with faculty interests.

By June 1st of Year 2, students must submit to the PC/DCT a paragraph of their dissertation ideas and a list of three to four faculty with whom they would be interested in having serve as their Dissertation Chair.

The PC/DCT, in consultation with the Psy.D. Program Policies Committee (PPC), matches each student with their Dissertation Chair during the June Psy.D. meeting. Once matched, students are responsible for contacting their Dissertation Chair to discuss the chair's timeline and expectations for development of the dissertation proposal.

D. Dissertation Committee Formation

The dissertation committee is composed of three members (the Dissertation Chair and two committee members). After being matched with a Dissertation Chair, the Dissertation Chair and student begin the process of forming the dissertation committee. The second committee member must be a core doctoral faculty of the Psy.D. program. A list of eligible second committee members is maintained on the program's website:

<http://sites.laverne.edu/psychology/psyd-program/resources-for-current-students/dissertation-manual/>

The third committee member may come from inside or outside the La Verne Psychology Department as long as they hold a doctorate in psychology from an accredited institution. Alumni of the Psy.D. program are eligible to serve as third committee members after they have been graduated for 10 years.

The dissertation committee is officially formed by completion of Form 1A (see Section 8) and submission of this form to the Psychology Department Manager (PDM). Students must provide a copy of the vita for third committee members from outside the La Verne Psychology Department. Form 1A is also available on the program's website:

<http://sites.laverne.edu/psychology/psyd-program/resources-for-current-students/dissertation-manual/>

1. Changes to the Dissertation Committee

Occasionally, students may need or desire to change the composition of their dissertation committee. In such cases, students must complete Form 1B (Request for Reconstitution of Dissertation Committee). A copy of this form is presented in Section 8 and is also available on the program's website.

Once completed, this form must be submitted to the Psychology Department Manager. The PDM will forward this form to the PC/DCT who will review the request, and if necessary, bring the request to the PPC. The PC/DCT will notify the student of the outcome. If approved, the student's record will be updated and the information provided to Graduate Academic Services.

If it is the case where the PC/DCT is also the student's Dissertation Chair, and the student's request is to change his/her Dissertation Chair, the PC/DCT will turn over the decision making duties to the Psychology Department Chair.

E. Proposal Development and Timeline

The dissertation proposal consists of a complete Chapter 1 (Introduction/Literature Review), Chapter 2 (Method), proposed analyses, references, and appendices (e.g., proposed instruments and permission to use such instruments, consent forms, etc.). The dissertation proposal must also be properly formatted and follow the same formatting guidelines as the final dissertation draft (see Section 6). Dissertation committee members are usually not involved in the proposal development process until the *Proposal Defense*. The Dissertation Chair may, however, more actively involve committee members in the proposal development at his/her discretion.

During fall of Year 3, students enroll in Psy 661: *Dissertation I*. By the end of Psy 661, students should have formed their dissertation committee and produced a *suitable draft* of chapter 1 of their dissertation proposal. Note: Students should begin working on their IRB application at the same time they are working on their proposal draft. It is at each dissertation chair's discretion to determine what constitutes a *suitable draft to that chair* and students should communicate with their Dissertation Chair early on in the process about this.

Form 1A should be submitted no later than the end of the fall Year 3 semester. Students will receive credit for Psy 661 once Form 1A has been submitted to the Psychology Department Manager and after the student's Dissertation Chair has communicated to the PC/DCT that the student has supplied the Dissertation Chair with a suitable draft of chapter 1. Students will receive an *In Progress* (IP) for Psy 661 until they have completed all requirements for Psy 661. Students may register for Psy 662 before they have completed Psy 661, but they will not receive credit for Psy 661 until they have met all requirements for Psy 661 as stated above.

During spring of Year 3, students enroll in Psy 662: *Dissertation II*. Students continue to write their dissertation proposal during this time in consultation with their Dissertation Chair. This process culminates in the *Proposal Defense* described below. The *Proposal Defense* is an important milestone that, along with successful completion of the Competency Exam, indicates students' readiness to begin the Predoctoral Internship. In order to remain on track and to be permitted to apply for internship during Year 4, students must have successfully defended their dissertation proposals by June 30th at 5pm of Year 3.

Students who have not completed Psy 662 may not register for Psy 663 during the fall of Year 4 and are prohibited from applying to internship. Students who have not completed their dissertation proposal by the beginning of the spring of Year 4 will be required to enroll in Psy 662 (Dissertation II) a second time (i.e. during spring of Year 4). Students who do not successfully defend their dissertation proposal during Year 3 and then fail again to meet the June 30th at 5pm deadline in Year 4 will be dismissed from the program.

F. Proposal Defense

Once the Dissertation Chair is satisfied with a student's dissertation proposal, the Dissertation Chair will inform the student that he/she may move ahead with the *Proposal Defense*. Students must submit a copy of their IRB application to their Dissertation Chair at the same time they submit their final proposal draft. Following are the steps involved in the *Proposal Defense*.

1: Coordination of Proposal Defense Date

After receiving approval from their Dissertation Chair to schedule their *Proposal Defense*, students must contact the other two members of the committee to coordinate a date and time for the *Proposal Defense*. Students must provide their committee at least 14 business days to read the proposal. A longer time period is preferred. Students should not assume that committee members will read dissertation proposals over weekends or holidays and should therefore provide their committee sufficient time to read their proposals.

The *Proposal Defense* must be held on the University of La Verne main campus during weekdays and within campus working hours of 8:00 am to 8:00 pm. The *Proposal Defense* is scheduled for 2 hours. Proposal defenses may not be held during July or the first 3 weeks of August. Proposal defenses may also not be held during holidays or any time the program is non-operational.

Both the student and the Dissertation Chair must be physically present for the *Proposal Defense*. To prevent delays in obtaining signatures, it is strongly preferred that all three members of the dissertation committee be physically present for the *Proposal Defense*. However, it is permissible for up to one committee member (either the second or third member) to be present via other means (i.e. Skype, teleconference, etc.). It is the student's responsibility to arrange for technical support in such instances.

2: Scheduling a Room for the Proposal Defense

It is the student's responsibility to make room arrangements for the *Proposal Defense* with the Psychology Department Manager as soon as the committee and student have agreed on a *Proposal Defense* date. This is accomplished by submitting Form 2A, signed by the Dissertation Chair, directly to the Psychology Department Manager. A copy of this form is presented in Section 8. This form is also available on the program's website:

<http://sites.laverne.edu/psychology/psyd-program/resources-for-current-students/dissertation-manual/>

The Psychology Department Manager will email the student and dissertation committee the location of the room once it has been established. The Psychology Department Manager will update this information on Form 2A and forward that form to the PC/DCT for signature. Once signed, the PC/DCT returns Form 2A to the Psychology Department Manager who then submits the form to Graduate Academic Services.

3: Submission to the Committee

Students should provide all committee members (including Dissertation Chair) a spiral bound copy of their dissertation proposal. Copies must be single-sided. Committee members may elect to receive an electronic copy in place of the spiral bound copy.

During the 14-day minimum review period, committee members should inform the Dissertation Chair if they have any serious concerns about the integrity of the proposal that might warrant rescheduling of the *Proposal Defense*. If no concerns arise during this time period, the student may proceed to holding the *Proposal Defense*.

4: Holding the Proposal Defense

The Dissertation Chair presides over the *Proposal Defense*. No outside observers are permitted at the *Proposal Defense*, with the exception of Psychology Department faculty and staff. Students are permitted to bring refreshments to their *Proposal Defense* but are not required to do so. In the event of unexpected situations (e.g. Dissertation Chair or committee member illness, problems with transportation on day of the *Proposal Defense*, etc.) the PC/DCT must be consulted and will make any necessary modifications to the process on that day (i.e., requiring committee to reschedule the defense, allowing an additional committee member to Skype or teleconference, etc.).

There are several steps involved in the *Proposal Defense*.

Step 1: The Dissertation Chair begins the *Proposal Defense* by making opening remarks, setting the agenda, and stating the various roles of participants. The active examiners in the defense process include the three members of the dissertation committee.

Step 2: After the Dissertation Chair's opening remarks, the student is expected to make a brief presentation (20-25 minutes) using power point or other appropriate media outlining the intended study. Other audio-visual-web materials may also be used. Handouts are usually not necessary since all examiners have copies of the dissertation proposal, but copies of power point slides may be distributed.

Step 3: After the presentation, the student and committee members discuss (a) the appropriateness of the literature review and theoretical grounding of the proposal, (b) the feasibility of the proposal, and (c) the methodological soundness of the research design and procedures. The Dissertation Chair will keep track of the major issues discussed.

Step 4: After all issues have been addressed, the student is asked to leave the room. The dissertation committee then determines the status of the proposal. The student is invited back and informed of the decision. There are 3 possible outcomes of the *Proposal Defense*: (1) A proposal may be accepted with minor revisions. (2) A proposal may be accepted with moderate revisions. (3) A proposal may be rejected due to major revisions.

5. Post-Proposal Defense Process

If the committee determines that the student has successfully passed the *Proposal Defense*, the committee members will sign Form 2B. The student must submit the original, signed Form 2B to the Psychology Department Manager as promptly as possible after the *Proposal Defense*. The Psychology Department Manager will forward the form to the PC/DCT for signature. Once signed, the PC/DCT returns the form to the Psychology Department manager who makes a copy for the program files and submits the original to Graduate Academic Services. Students will receive credit for Psy 662 after Form 2B has been submitted to Graduate Academic Services.

The Dissertation Chair will schedule a meeting with the student post-proposal defense to provide a list of any revisions required by the committee. Students are strongly urged to complete any necessary modifications to their IRB application promptly following the dissertation proposal defense.

If the committee determines that the dissertation proposal is not acceptable, the committee members will not sign Form 2B. The Dissertation Chair will note on Form 2B that the student did not pass the *Proposal Defense* and return the form to the Psychology Department Manager. The Psychology Department Manager will then forward the form to the PC/DCT for review. The student will be required to address the committee's concerns and submit a new proposal following the process described above.

G. IRB Submission

Once students have completed any required revisions to their proposals, they must submit their IRB application to the Institutional Review Board. Students are strongly encouraged to submit their IRB application as quickly as possible after successfully defending their dissertation proposal. Delaying the IRB application process is a common pitfall many students encounter that often results

in students falling off track. Students should consult the IRB policies and procedures for submission guidelines and timelines. Depending on the complexity of the design, and the potential harm to study participants, the IRB process may be relatively quick or lengthy. Students should take this into consideration in order to avoid delays as they move toward data collection. Students must secure IRB approval before collecting their data, or in the case of archival data before analyzing the data.

IRB policies and procedures, including links to the application and other relevant forms are available online at:

<http://sites.laverne.edu/institutional-review-board/>

H. IRB Approval

Students will receive an IRB approval letter once their application has been approved. A copy of this letter must be submitted to the PC/DCT as soon as it is received. In addition, a copy of this letter must be included as an appendix in the final dissertation draft. As soon as students receive their IRB approval, they may begin collecting and then analyzing their data.

I. Data Collection

During fall of Year 4, students register for Psy 663: *Dissertation III*.

Students receive credit for Psy 663 once they have submitted a copy of the IRB approval letter to the PC/DCT and once the student's Dissertation Chair has communicated to the PC/DCT that the student has begun data collection. Students receive an *In Progress* (IP) for Psy 663 until they have met these requirements. Students may register for Psy 664 before they have completed Psy 663, but they will not receive credit for Psy 663 until they have met the requirements stated.

J. Data Analysis and Preparation of Draft for Final Defense

During spring of Year 4, students enroll in Psy 664: *Dissertation IV*. Students are to complete their data collection, if not completed, and begin their data analysis. After students have analyzed their data, they should begin the process of preparing a draft of their dissertation for *Final Defense*. Students are advised that it often takes multiple drafts before they arrive at a draft their Dissertation Chair finds suitable for *Final Defense*. Students are further advised to familiarize themselves with section 3k of the *Program Policies and Procedures Handbook* regarding Dissertation Continuance.

K. Final Defense

Once the Dissertation Chair is satisfied with a student's final dissertation draft, the Dissertation Chair will inform the student that he/she may move ahead with the *Final Defense*. The purpose of the *Final Defense* is (a) to assess the quality of the dissertation; (b) to determine the student's competence to communicate in a public setting a thoughtful and clear evaluation of his or her work; and (c) to share one's findings with the university community. Following are the steps involved in the *Final Defense*.

1: Coordination of Final Defense Date

After receiving approval from their Dissertation Chair to schedule their *Final Defense*, students must contact the other two members of the committee to coordinate a date and time for the *Final Defense*. Students must provide their committee at least 21 business days to read the final dissertation draft. A longer time period is preferred. Students should not assume that committee members will read final dissertation drafts over weekends or holidays and should therefore provide their committee sufficient time to read their final drafts.

The *Final Defense* must be held on the University of La Verne main campus during weekdays and within campus working hours of 8:00 am to 8:00 pm. The *Final Defense* is scheduled for 2 hours. Final defenses may not be held during July or the first 3 weeks of August. Final defenses may also not be held during holidays or any time the program is non-operational.

Both the student and the Dissertation Chair must be physically present for the *Final Defense*. To prevent delays in obtaining signatures, it is strongly preferred that all three members of the dissertation committee be physically present for the *Final Defense*. However, it is permissible for up to one committee member (either the second or third member) to be present via other means (i.e. Skype, teleconference, etc.). It is the student's responsibility to arrange for technical support in such instances.

2: Scheduling a Room for the Final Defense

It is the student's responsibility to make room arrangements for the *Final Defense* with the Psychology Department Manager as soon as the committee and student have agreed on a *Final Defense* date. This is accomplished by submitting Form 3A directly to the Psychology Department Manager. A copy of this form is presented in Section 8. This form is also available on the program's website:

<http://sites.laverne.edu/psychology/psyd-program/resources-for-current-students/dissertation-manual/>

The Psychology Department Manager will email the student and dissertation committee the location of the room once it has been established. The Psychology Department Manager will update this information on Form 3A and forward that form to the PC/DCT for signature. Once signed, the PC/DCT will return the form to the Psychology Department Manager.

3: Submission to the Committee

Students should provide all committee members (including Dissertation Chair) a spiral bound copy of the final draft of their dissertation. Copies must be single-sided. Committee members may elect to receive an electronic copy in place of the spiral bound copy.

During the 21 day minimum review period, committee members should inform the Dissertation Chair if they have any serious concerns about the integrity of the proposal that might warrant rescheduling of the *Final Defense*. If no concerns arise during this time period, the student may proceed to holding the *Final Defense*.

4: Defense Announcement and Payment of Fees

After receiving Form 3A from the PC/DCT, the Psychology Department Manager submits it, a copy of the dissertation abstract, and the *Final Defense Announcement* to Graduate Academic Services. The Psychology Department Manager then notifies students that they must contact Graduate Academic Services to complete their graduation application and pay their graduation fee (currently \$300). It is also recommended that students pay their cap and gown fee at this time (\$55). Completion of the graduation application and payment of the graduation fee must occur before the *Final Defense* is held. This is documented by completion of Form 3B by Graduate Academic Services. Graduate Academic Services will forward a signed Form 3B to the Psychology Department Manager to indicate that students have completed their graduation application and paid their graduation fee. The *Final Defense* will be cancelled and rescheduled if Form 3B is not received.

The Psychology Department manager will forward Form 3B to the PC/DCT for signature. Once signed, the PC/DCT returns the form to the Psychology Department Manager who then notifies the Psychology Department community of the impending *Final Defense*.

5: Holding the Final Defense

The Dissertation Chair presides over the *Final Defense* and takes notes of the suggestions and recommendations of the committee for future reference. The *Final Defense* is open to all members of the university community. Students may invite family, friends, and other guests to observe the *Final Defense* proceedings at the discretion of their Dissertation Chair. Students are permitted to bring refreshments to their *Final Defense* but are not required to do so.

In the event of an unusual situation (e.g. Dissertation Chair or committee member illness, problems with transportation on day of *Final Defense*, etc.) the PC/DCT must be consulted and will make any necessary modifications to the process on that day (i.e., requiring committee to

reschedule the defense, allowing an additional committee member to Skype or teleconference, etc.).

Students should bring a properly formatted copy of the dissertation signature page (see Section 6: Dissertation Formatting), to the *Final Defense*. Students should also bring one copy of Form 4 to the *Final Defense*.

There are several steps involved in the *Final Defense*.

Step 1: The Dissertation Chair begins the *Final Defense* by making opening remarks, acknowledging guests, setting the agenda, and stating the various roles of participants. The active examiners in the defense process include the three members of the dissertation committee. Members of the university community, and other invited guests (e.g. friends, family) in attendance, are normally restricted to the role of observers. These individuals may participate in the examination process at the discretion of the Dissertation Chair.

Step 2: After the Dissertation Chair's opening remarks, the student is expected to make a brief presentation (30-35 mins) using power point or other appropriate media with minimal emphasis on the literature review. The focus should be on the method, results, and discussion of findings. Handouts are usually not necessary since all examiners have copies of the dissertation, but copies of power point slides may be distributed.

Step 3: After the presentation, the examination process begins. The Dissertation Chair determines the questioning format with the consent of the other committee members. Questioning may proceed chapter-by-chapter, examiner-by-examiner, by a free-flow process, or by a combination of each of these formats. The questioning and exchange continue until all questions and issues examiners raise are addressed by the student. The Dissertation Chair will keep track of the major issues discussed. Editorial issues are normally kept to a minimum during this process and are communicated to the student by return of the edited dissertation copies.

Step 4: At the conclusion of the questioning and exchange process, the Dissertation Chair asks the student and guests to leave the room to allow the committee to deliberate the status of the *Final Defense*. Before leaving the room, the student should give a blank copy of Form 4 and the signature page to their Dissertation Chair.

Step 5: Once the student and any guests have left the room, The Dissertation Chair leads the dissertation committee in a discussion of the outcome of the dissertation. Ideally, the outcome of the dissertation will be

determined by consensus among the dissertation committee members. In cases of disagreement among members, the outcome will be determined by a majority vote of the members (i.e. two of three committee members voting for a particular outcome). An outcome must be reached following the defense. All dissertation committee members must sign Form 4 at conclusion of the *Final Defense* regardless of the outcome of the defense. There are five possible outcomes of the *Final Defense*:

(A). Pass with no revisions needed. If there are no revisions, all committee members sign the signature page at this point.

(B). Pass with minor revisions. Minor revisions are such things as minor formatting errors, typos, minor APA-style errors, or missing an appendix, etc. If only minor revisions are required, the second and third committee members sign the signature page. The chair withholds his or her signature and retains the signature page until all revisions are satisfactorily completed.

(C). Pass with moderate revisions. Moderate revisions include such things as the need to restructure a section(s) of the dissertation or add to a section of the dissertation. Moderate revisions can also include such things as multiple formatting errors or typos, missing a number of appendices, etc. If moderate revisions are required, the second and third committee members sign the signature page. The chair withholds his or her signature and retains the signature page until all revisions are satisfactorily completed.

(D). Pass with major revisions. Major revisions include such things as a significant change to the data analytic plan or a substantial rewrite of the dissertation. If major revisions are required, all committee members withhold their signature until the student has satisfactorily completed revisions. In this case, the student should retain the signature page and obtain signatures from each committee member once that member is satisfied with the revisions.

(E). Fail. Failing the dissertation defense indicates that the student lacks evidence of understanding key constructs in the dissertation. Failing the dissertation defense can also mean that the document is severely lacking in clarity and content, that the method is severely flawed, and/or that the dissertation is indefensible. A student may fail the dissertation final defense based on the quality of their manuscript, the quality of their defense of their manuscript, or both. If the student fails the *Final Defense*, none of the dissertation committee members sign the signature page. Failing the *Final Defense* will result in dismissal from the Psy.D. program. In such

an event, the student may appeal the dismissal consistent with the procedures outlined in Section 7 of the *Program Policies and Procedures Handbook*.

Step 6: Once the committee has reached a decision, the Dissertation Chair then invites the student back into the room and informs the student of the decision. This formally concludes the *Final Defense*. The Dissertation Chair and/or other committee members may spend time with the student after the *Final Defense* or schedule a meeting to discuss any needed revisions.

6: Post-Final Defense Process

There are several steps involved after the *Final Defense*.

Step 1: Immediately after the *Final Defense*, the Dissertation Chair submits the signed copy of Form 4 to the Psychology Department Manager.

Step 2: The next step depends upon the outcome of the student's *Final Defense*.

(A). If no revisions were required, the Dissertation Chair will sign off on the student's signature page, and deliver the signature page to the PC/DCT. The student then proceeds to Step 3 below.

(B). If the student's dissertation required minor revisions or moderate revisions, that student is to make the required revisions and return a revised copy, to his/her Dissertation Chair for review. Students have one year from the date of their *Final Defense* to make their revisions and obtain approval from their Dissertation Chair to move forward to Step 3 below. Any student not satisfactorily completing their revisions within this time frame will be required to hold their *Final Defense* again and pay a \$100 rescheduling fee to the university.

The Dissertation Chair will review to ensure the revisions have been made and for final formatting. Once the Dissertation Chair is satisfied that the student has made the necessary revisions, the Dissertation Chair will notify the student, sign off on the student's signature page, and deliver the signature page to the PC/DCT. The student then proceeds to Step 3 below.

(C). If the student's dissertation required major revisions that student must make the required revisions and return a revised copy to all committee members for review. The committee members will notify the student once they are satisfied with the revisions

and are willing to sign off. It is the student's responsibility to secure signatures from these individuals. Once these signatures have been obtained, the student submits a copy of his/her revised dissertation to the Dissertation Chair. Students have one year from the date of their *Final Defense* to make their revisions and obtain approval from their Dissertation Chair to move forward to Step 3 below. Any student not satisfactorily completing their revisions within this time frame will be required to hold their *Final Defense* again and pay a \$100 rescheduling fee to the university.

The Dissertation Chair will review to ensure the revisions have been made and for final formatting. Once the Dissertation Chair is satisfied that the student has made the necessary revisions, the Dissertation Chair will notify the student, sign off on the student's signature page, and deliver the signature pages to the PC/DCT. The student then proceeds to Step 3 below.

(D). The student should consult with the PC/DCT about the appeals process and next course of action if that student failed the Final Defense.

Step 3: The student submits an electronic copy of their dissertation to the PC/DCT for a *Final Format Check*. The PC/DCT will review the dissertation for any formatting issues and communicate any changes to the student. The student must correct these issues and re-submit the dissertation for another *Final Format Check*. Once the dissertation passes the *Final Format Check*, the PC/DCT will inform the student that they may proceed to Step 4 below.

Step 4: After passing the *Final Format Check*, the PC/DCT signs off on the dissertation and forwards the signature page to the Dean of the College of Arts and Sciences for final signature. Once signed, the Dean returns the signature page to the PC/DCT. The PC/DCT will forward the signature page to the Psychology Department Manager and instruct the student to move forward with electronic submission of the dissertation.

Step 5: Information regarding electronic submission of the dissertation is provided on the Graduate Academic Services webpage. Information may also be obtained by contacting the Psychology Department Manager. Students submit their dissertations through *ProQuest*. The Psychology Department Manager will upload students' signature pages after they have completed electronic submission and paid the *ProQuest* copyright fee (\$55). All students are required to copyright their dissertations. The Psy.D. program pays the *ProQuest* publication fee for traditional publishing (\$65). The Psy.D. program does not pay for open access publishing.

Student must also pay the Dissertation Completion Fee (\$450) at this time. This fee may be paid by contacting Graduate Academic Services.

Students may order bound copies of their dissertation for themselves, their advisor, or other individuals. These copies are ordered directly from *Proquest*. Students are not required to order copies of their dissertation.

Step 6: Graduate Academic Services checks to make sure the student has paid all relevant fees. Once all fees have been paid, Graduate Academic Services enters a credit for Psy 664. Once credit for Psy 664 has posted, the student has completed the dissertation process.

L. Progress Towards Graduation

The dissertation process described above assumes that students will complete their dissertation at the conclusion of Year 4 in the program and prior to their predoctoral internship in Year 5. Participation in the Spring commencement during Year 5 is connected to a student's dissertation progress. Students who are "on-track" will have met all requirements towards their degree (with the exception of an "in progress" grade for their predoctoral internship) and paid all relevant fees. Provided that these students are making satisfactory progress on internship, these students simply return during Spring of Year 5 to participate in the graduation ceremony. A student's degree posts when all coursework, including internship, and all dissertation requirements including final formatting and payment of fees, has been completed.

1. Falling "Off-Track" on Dissertation

Occasionally, students' dissertation progress is delayed due to difficulties collecting data and other issues, and some students may find themselves working on their dissertation during Year 5 (or later) in the program. In such situations, students are reminded of the following:

(A). Students who are working on their dissertations while on internship (or later) should remember that graduation for the Psy.D. occurs only in Spring. In order to participate in the Spring graduation ceremony, students must have completed Dissertation Forms 3A and 3B by the close of the academic day on April 1 and successfully held their *Final Defense* (Form 4) by the close of the academic day on May 1.

(B). Students receive an "In Progress" (IP) for Psy 664 and have one year after the semester in which they first enrolled in Psy 664 to receive a credit grade for this course. If a student has not completed Psy 664 after the one-year period, they must register for continuous enrollment as described in Section 3K of the *Program Policies and Procedures Handbook*.

Section 6. Dissertation Formatting

The formatting requirements and guidelines listed in this manual have been developed to comply with current electronic publishing and microfilming standards of *UMI/ProQuest* and peer institutions.

This manual should be used in conjunction with the *Publication Manual of the American Psychological Association, Sixth Edition (2010)*. Although students must follow APA guidelines in formatting their dissertation, the APA guidelines defer to university policies and procedures for dissertation formatting.

There are several important overall formatting considerations:

A. Overall Formatting Requirements

The overall dissertation must conform to the following specifications for all sections unless noted differently.

1. Margins

A margin is defined as a space in which no text appears. Every page of the dissertation must meet the margin requirements of 1.5 inches on the left and 1 inch on the top, right, and bottom. Page numbers cannot be outside of the margins and must fall within the margins (i.e. page numbers appear 1 inch from edge of page rather than appearing at the standard default of .5 inches from edge of page). Students should adjust the default settings in their word processing program to account for this requirement.

2. Typeface and Font

Students must use Times New Roman typeface in a 12-point font size. Students must retain the same typeface and font size throughout the dissertation, with the exception of appendices. Bold font is permitted only as identified in the *APA Publication Manual* and in this *Dissertation Manual*.

3. Paper

Standard 20lb bright white recycled copy paper should be used for preliminary drafts of the dissertation shared with committee members. The final dissertation is submitted electronically.

4. Spacing

Generally, the dissertation is to be double-spaced throughout. Certain exceptions to this requirement exist, however, and are noted below.

5. Running Head

Unlike journal articles, a running head is not used at the top of the page.

6. Widows and Orphans

Widows (the last line of a paragraph appearing alone at the top of a page) and *Orphans* (the first line of a paragraph appearing alone at the bottom of a page) are to be avoided throughout the dissertation.

7. Organization

The dissertation is organized into three sections:

- (1) Preliminary Matter
- (2) Main Body
- (3) End Matter

The formatting considerations unique to each of these three sections are described below. Examples may be found in Section 7: *Dissertation Formatting Samples*.

B. Preliminary Matter Formatting

The Preliminary Matter consists of the following pages in this order: Title Page, Copyright Page, Signature Page, Abstract, Dedication (optional), Acknowledgements (optional), Epigraph (optional), Table of Contents, List of Tables (if tables appear), and List of Figures (if figures appear).

1. Title Page

The following formatting specifications apply to the Title Page.

- (a). The Title Page is unnumbered. For ease of formatting, all line returns referenced in this section refer to single-space returns.
- (b). The title itself must not exceed three lines and is to appear centered, in all CAPITAL letters, at the top margin of the page. There should be two single-spaces between each line of the title.
- (c). The word “by” appears centered, lowercase two single-spaces below the last line of the title followed by the student’s name in uppercase and lowercase below that.
- (d). The words “A Dissertation Submitted in Partial Fulfillment of the” appears midway down the page (14 single-spaces below name) centered, in uppercase and lowercase letters. The words “Requirements for the Degree” appears one single-space below that, centered, in uppercase and lowercase letters. The words “Doctor of Psychology” appear one single-space below that centered, in uppercase and lowercase letters.

(e). The words “UNIVERSITY OF LA VERNE” should appear, centered in all CAPITAL letters 16 single-spaces below the words “Doctor of Psychology.” The words “College of Arts and Sciences” should appear two single-spaces below that centered, in uppercase and lowercase. The words “Psychology Department” should appear one single-space below that centered, in uppercase and lowercase letters.

(f). The month and year the dissertation is completed should appear, in uppercase and lowercase letters, at the bottom margin of the page. Note: The month and year the dissertation is completed is usually the month and year it is submitted for final format check and will be different than the dissertation defense date listed on the Signature Page.

2. Copyright Page

The following formatting specifications apply to the Copyright Page.

(a). The Copyright Page is unnumbered. For ease of formatting all line returns referenced in this section refer to single-space returns.

(b). The words “All rights reserved” should appear centered, in uppercase and lowercase at the bottom margin of the page.

(c). The student’s name should appear two single-spaces above the words “All rights reserved.”

(d). The word “Copyright @” and the appropriate year of copyright (usually the year the dissertation is submitted for final format check) should appear two single-spaces above the student’s name.

3. Signature Page

The following formatting specifications apply to the Signature Page.

(a). The Signature Page is unnumbered. For ease of formatting all line returns referenced in this section refer to single-space returns.

(b). The dissertation title appears centered, in all CAPITAL letters, at the top margin of the page. There should be two single-spaces between each line of the title.

(c). The word “by” appears centered, lowercase two single-spaces below the last line of the title followed by the student’s name in uppercase and lowercase below that.

(d). The words “has been approved” appear centered, lowercase four single-spaces below the word “by” followed by the month and year of the *Final Defense* two single-spaces below that.

(e). The words “DISSERTATION COMMITTEE” appear, flush left, in all CAPITAL letters, four single-spaces below the month and year of final approval.

(f). The Dissertation Chair’s signature line appears one double-space below the words “DISSERTATION COMMITTEE”. The line concludes with the words “Committee Chair.” The dissertation chair’s typed name and degree appear one single-space below the signature line and five spaces from the left margin.

(g). The second committee member’s signature line appears two single spaces below the Dissertation Chair’s typed name and degree. The line concludes with the words “Committee Member.” The committee member’s typed name and degree appear one single-space below the signature line and five spaces from the left margin.

(h). The third committee member’s signature line appears two single spaces below the second committee member’s typed name and degree. The line concludes with the words “Committee Member.” The committee member’s typed name and degree appear one single-space below the signature line and five spaces from the left margin.

(i). The word “ACCEPTED” appears flush left in all CAPITAL letters, 12 single-spaces below the typed name and degree of the third committee member.

(j). The Psy.D. Program Chair/DCT’s signature line appears two single spaces below the word “ACCEPTED.” The line concludes with the words “Psy.D. Program Chair/DCT.” The Psy.D. Program Chair/DCT’s typed name and degree appear one single-space below the signature line and five spaces from the left margin.

(k). The Dean of the College of Arts and Sciences signature line appears two single-spaces below the typed name and degree of the Psy.D. Program Chair/DCT. The Dean’s typed name and degree appear one single-space below the signature line and five spaces from the left margin. The word “Date” also appears at this location, flush right to the edge of the signature line. The words “Dean, College of Arts and Sciences” appear one single-space below the Dean’s typed name and degree, flush with the left margin.

4. Abstract

The following formatting specifications apply to the Abstract.

- (a). The Abstract is the first page upon which a number appears.
- (b). The Abstract is numbered in lowercase roman numerals with the number “iv.” The page number is to appear centered, at the bottom margin of the page (i.e. 1-inch from bottom).
- (c). The Abstract presents a succinct summary of the dissertation. Abstracts should be clear, concise, and readable. Abstracts cannot exceed one page. Most abstracts will be between 150 and 250 words and not exceed 250 words.
- (d). The Abstract is double-spaced and is to appear in paragraph form. The abstract is to be written in past tense.
- (e). The word “ABSTRACT” is to appear in CAPITAL letters, centered at the top margin.
- (f). The text of the Abstract begins immediately below the word “ABSTRACT” and appears in uppercase and lowercase letters. The text is to appear flush left (no indents).

5. Dedication (optional)

The following formatting specifications apply to the Dedication.

- (a). The Dedication is optional. If included, numbering continues from the abstract page in lowercase roman numerals. The page number is to appear centered at the bottom margin of the page. The dedication is generally a short (1-2) line personal note to family or other loved ones.
- (b). The Dedication page does not have a header. If the dedication is only one line, it is to appear centered at the top margin of the page in uppercase and lowercase letters. If the dedication exceeds one line, it is to appear flush left at the top margin of the page in uppercase and lowercase letters.

6. Acknowledgments (optional)

The following formatting specifications apply to the Acknowledgements.

- (a). The Acknowledgements page is optional. If included, numbering continues from the previous page. The page number is to appear centered at the bottom margin of the page. The Acknowledgements page is generally used for thanking various individuals who have assisted the student’s academic journey, specifically with regard to the dissertation

process. It is customary to thank the members of the dissertation committee in the acknowledgements.

(b). The acknowledgements are limited to two, double-spaced, pages.

(c). The word “ACKNOWLEDGEMENTS” is to appear in CAPITAL letters, centered at the top margin.

(d). The text of the acknowledgements begins immediately below the word “ACKNOWLEDGEMENTS” and appears in uppercase and lowercase letters. The text is flush left. The first line of each paragraph in the acknowledgements is indented 5 spaces.

7. Epigraph (optional)

The following formatting specifications apply to the Epigraph.

(a). The Epigraph page is optional. If included, numbering continues from the previous page. The page number is to appear centered at the bottom margin of the page. An epigraph is a phrase, quotation, or poem set at the beginning of a work to suggest its theme. Multiple quotations and long quotations are discouraged.

(b). The Epigraph page does not have a header. The text of the epigraph is to appear at the top margin, flush left, in uppercase and lowercase letters, and in quotations marks.

(c). Provide the reference for the epigraph centered and directly below the quotation. This reference does not appear in the references of the main body of the dissertation.

8. Table of Contents

The following formatting specifications apply to the Table of Contents.

(a). The Table of Contents must be included. The Table of Contents is compiled by listing all the headings and subheadings in the main body and end matter of the dissertation that follow it. Therefore, it should not include any pages preceding it (i.e., Abstract, Dedication, Acknowledgements, etc.).

(b). Numbering of the Table of Contents continues from the previous page. The page number is to appear centered at the bottom margin of the page.

(c). The Table of Contents is double-spaced throughout.

(d). Leader dots must be used between all listings appearing on the Table of Contents and their corresponding page numbers. All page numbers appearing in the Table of Contents must be vertically aligned. Tip: leader dots are located under the “tabs” function in Microsoft Word.

(e). Heading levels that appear in the Table of Contents must match those used in the main body of the dissertation. Each level of subheading in the Table of Contents must be consistently indented more than the preceding level. The first word in each heading and subheading appearing in the Table of Contents must be capitalized.

(f). The words “TABLE OF CONTENTS” appear centered in all CAPITAL letters at the top margin.

(g). The word “Page” appears below the words “TABLE OF CONTENTS” flush right, in uppercase and lowercase letters.

(h). If tables appear in the document, a list of tables must follow the Table of Contents and be referenced within it. The words “LIST OF TABLES” appear in all CAPITAL letters below the word “Page” and flush left.

(i). If figures appear in the document, a list of figures must follow the Table of Contents and be referenced within it. The words “LIST OF FIGURES” appear in all CAPITAL letters below the previous entry and flush left.

(j). The word “CHAPTER” appears in all CAPITAL letters below the previous entry and flush left.

(k). The words “ I. LITERATURE REVIEW” appear in all CAPITAL letters below the word “CHAPTER” and five spaces from the left margin. Headings and subheading are to be used as needed in this section and indented appropriately (see sample). Headings and subheadings appear in uppercase and lowercase letters.

(l). The words “II. METHOD” appear in all CAPITAL letters below the last entry in (k) above. Entries in this section follow the same guidelines as (k) above.

(m). The words “III. RESULTS” appear in all CAPITAL letters below the last entry in (l) above. Entries in this section follow the same guidelines as (k) above.

(n). The words “IV. DISCUSSION” appear in all CAPITAL letters below the last entry in (m) above. Entries in this section follow the same guidelines as (k) above.

(o). The word “REFERENCES” appears in all CAPITAL letters below the last entry in (n) above. Note that REFERENCES appears flush left. Further note that there are no headings or subheadings used in this section.

(p). The word “APPENDICES” appears in all CAPITAL letters, flush left, below the word REFERENCES. Headings are to be used as needed in this section and labeled alphabetically. Headings should repeat alphabet if letters are exhausted (i.e. AA, AB, etc.). All appendices are to appear in CAPITAL letters. Note that scales and permission to use scales appear as separate appendices.

9. List of Tables (if tables appear in document)

The following formatting specifications apply to the List of Tables.

(a). If tables appear in the document, a list of tables must be included immediately following the Table of Contents. The location of this list must be documented in the Table of Contents. The actual tables to which the list refers must be documented on the List of Tables.

(b). Page numbering of the list of tables continues from the last page of the table of contents. The page number is to appear centered, in lower case roman numerals at the bottom margin of the page.

(c). The list of tables is double-spaced throughout.

(d). The words “LIST OF TABLES” appear centered in all CAPITAL letters at the top margin of the page.

(e). The word “Tables” appears in uppercase and lowercase letters immediately below the words “LIST OF TABLES” and is flush left. The word “Page” also appears on this line, in uppercase and lowercase letters, flush right.

(f). The number 1, followed by a period, space, and description of the first table appears below the previous entry. All subsequent tables follow the same format and are numbered consecutively.

(g). Leader dots must be used between all listings appearing on the List of Tables and their corresponding page numbers. All page numbers appearing on the List of Tables must be vertically aligned.

10. List of Figures (if figures appear in document)

The following formatting specifications apply to the List of Figures.

- (a). If figures appear in the document, a List of Figures must be included immediately following the Table of Contents. The location of this list must be documented in the Table of Contents. The actual figures to which the list refers must be documented on the List of Figures.
- (b). Page numbering of the List of Figures continues from the last previous page. The page number is to appear centered, in lower case roman numerals at the bottom margin of the page.
- (c). The List of Figures is double-spaced throughout.
- (d). The words “LIST OF FIGURES” appear centered in all CAPITAL letters at the top margin of the page.
- (e). The word “Figures” appears in uppercase and lowercase letters immediately below the words “LIST OF FIGURES” and is flush left. The word “Page” also appears on this line, in uppercase and lowercase letters, flush right.
- (f). The number 1, followed by a period, space, and description of the first figure appears below the previous entry. All subsequent figures follow the same format and are numbered consecutively.
- (g). Leader dots must be used between all listings appearing on the List of Figures and their corresponding page numbers. All page numbers appearing on the List of Figures must be vertically aligned.

C. Main Body Formatting

The Main Body of the dissertation contains the following sections in this order: Literature Review, Method, Results, Discussion, and References. Generally speaking each of these sections follow the publication guidelines stipulated in the *Publication Manual of the American Psychological Association, Sixth Edition*.

1. General Formatting Considerations for Main Body

Following are formatting specifications required for all sections of the Main Body:

- (a). Page numbering in the Main Body shifts away from that used in the Preliminary Matter (i.e., lowercase roman numerals centered at the bottom of the page) to Arabic numerals in the top right corner. The first page of the literature review is the first page of the Main Body and is labeled as Page 1. From this point forward (and extending through the End Matter)

all pages are numbered consecutively with page numbers appearing in the top right corner 1 inch from the top of the paper.

(b). The Main Body is to be double-spaced throughout (including the reference section). The only exception to this is for tables/figures which may be single-spaced at the discretion of each Dissertation Chair in order to improve presentation. (See *APA Publication Manual* Section 8.03).

(c) All sections in the Main Body (i.e., Literature Review, Method, Results, Discussion, and References) start on a new page.

In addition to the formatting specifications required for all sections of the Main Body, there are a few formatting specifications unique to the various sections of the Main Body that are not addressed by the *APA Publication Manual*. Those specifications are detailed below.

2. Literature Review

The literature review provides a theoretical and empirical foundation for the topic. The literature review has as many headings and subheadings that are necessary to reflect the main issues under investigation. The first heading is most commonly titled “introduction.” The introduction section is usually a brief summary (2-3 pages) about what is being studied, why it is important, and the manner in which it will be addressed in the dissertation. The titles for the remaining headings depend upon the topic. Students should consult with their Dissertation Chair regarding appropriate headings and subheadings for their literature review. Students should also consult with their Dissertation Chair concerning the appropriate length of the literature review. The literature review should demonstrate a logical connection between past and present scholarship in the area and present sufficient detail for the reader to understand the problem and any gaps in the literature. Obviously, some topics will demand more extensive literature reviews than others.

The literature review should conclude with: a summary of the main issues and findings of the review; a statement of the problem; your specific research questions; and your specific hypotheses.

The following specifications apply to the Literature Review.

(a). The Literature Review appears immediately after the last page of the preliminary matter. There are no “filler” or “spacer” pages between the preliminary matter and the Literature Review. The first page of the literature review is numbered as “Page 1” using Arabic numerals.

(b). The words “CHAPTER I” appear in all CAPITAL letters, centered at the top margin of page 1. The words “LITERATURE REVIEW” appear in all CAPITAL letters, centered and immediately below the words “CHAPTER I.” The words “CHAPTER I” and “LITERATURE REVIEW” appear as modified level 1 headings (see *APA Publication Manual* Section 3.03) in that they are centered and **boldface** but are presented in all CAPITAL letters.

(c). Insert 1 double-space immediately after the words “LITERATURE REVIEW” and type the name of the first heading in your literature review. This heading appears as a level 2 heading and is in **bold** font. Continue to use appropriate headings throughout the remainder of the literature review.

3. Method

The method section explains *how* the study was conducted. The goal of the method section is to provide sufficient detail so that the study could be replicated by another researcher. Generally, the method section contains detailed information about the participants (e.g., demographic characteristics) and procedure (e.g., how participants were obtained, ethical considerations in the use of human subjects, research design, instruments/scales, etc.). Students should consult with their Dissertation Chair concerning the headings and subheadings needed in this section. Students should also refer to the *APA Publication Manual* Section 2.06.

The following specifications apply to the Method.

(a). The method section appears on a new page immediately after the last page of the literature review.

(b). Any questionnaires, consent forms, IRB approval, instruments/scales used, permission to use scales, etc. used in the study must be referenced in the method section and must appear as appendices in the End Matter.

(c). The words “CHAPTER II” appear in all CAPITAL letters, centered at the top margin of the first page of the Method section. The word “METHOD” appears in all CAPITAL letters, centered and immediately below the words “CHAPTER II.” The words “CHAPTER II” and “METHOD” appear as modified level 1 headings (see *APA Publication Manual* section 3.03) in that they are centered and **boldface** but are presented in all CAPITAL letters.

(d). Insert 1 double-space immediately after the word “METHOD” and type the name of the first heading in your Method. This heading appears as a level 2 heading and is in **bold** font. Continue to use appropriate headings throughout the remainder of the method section.

4. Results

The results section provides a summary of your findings but does not include any implications of those findings (implications of your findings are explored in the discussion section). Generally, all relevant results should be included in the results section including nonsignificant findings and findings that run counter to your dissertation's hypotheses. Students should consult with their Dissertation Chair regarding what elements should be included in the results section. Students should also refer to the *APA Publication Manual* Section 2.07.

The following specifications apply to the results section:

- (a). The results section appears on a new page immediately after the last page of the method section.
- (b). If any tables and/or figures are used, they are to appear on a separate page from the text immediately following the page they were first referenced. For example, if the text indicates something such as "Table 1 depicts...", then Table 1 should appear on the next page. Tables and/or figures are not to be grouped together at the end of the results section. All tables and/or figures appear on their own separate pages and are not to be combined.
- (c). Figures and/or tables may be single-spaced at the discretion of the Dissertation Chair to improve presentation. The text of the results section, however, must be double-spaced. For other formatting issues related to tables and figures, please refer to the *APA Publication Manual* sections 5.07-5.29.
- (d). Any tables and/or figures placed in landscape format must retain portrait page numbers at the top right corner for consistency with the rest of the dissertation.
- (e). The words "CHAPTER III" appear in all CAPITAL letters, centered at the top margin of the first page of the Results section. The word "RESULTS" appears in all CAPITAL letters, centered and immediately below the words "CHAPTER III." The words "CHAPTER III" and "RESULTS" appear as modified level 1 headings (see *APA Publication Manual* section 3.03) in that they are centered and **boldface** but are presented in all CAPITAL letters.
- (f). Insert 1 double-space immediately after the word "RESULTS" and type the name of the first heading in your Results. This heading appears as a level 2 heading and is in **bold** font. Continue to use appropriate headings throughout the remainder of the results section.

5. Discussion

The discussion section is used to evaluate and interpret the results. The discussion should address whether the hypotheses were supported or not supported. The discussion should also be used to draw inferences and conclusions from the data, to emphasize the theoretical or practical merits of the results, to explore the validity of any conclusions, and to address similarities and differences between these results and the work of others.

The discussion section begins with a clear statement of support or nonsupport for the hypotheses. Additional sections in the discussion include an exploration of the study's limitations, implications of the findings, and directions for future research. Students should consult with their Dissertation Chair regarding appropriate headings for their discussion. Students should also refer to the *APA Publication Manual* section 2.08.

The following specifications apply to the discussion.

- (a). The discussion section starts on a new page immediately after the last page of the results section.
- (b). The words "CHAPTER IV" appear in all CAPITAL letters, centered at the top margin of the first page of the discussion section. The word "DISCUSSION" appears in all CAPITAL letters, centered and immediately below the words "CHAPTER IV." The words CHAPTER IV" and "DISCUSSION" appear as modified level 1 headings (see APA Publication Manual section 3.03) in that they are centered and **boldface** but are presented in all CAPITAL letters.
- (c). Insert 1 double-space immediately after the word "DISCUSSION" and type the name of the first heading in your discussion. This heading appears as a level 2 heading and is in **bold** font. Continue to use appropriate headings throughout the remainder of the results section.

6. References

The final section of the main body is the reference list. The reference list must conform to the *APA Publication Manual's* requirements (see Section 6.22).

The following specifications apply to the reference list.

- (a). The reference list starts on a new page immediately after the last page of the discussion section.

(b). Remember that the reference list must be double-spaced. Students are also reminded to avoid widows and orphans in the reference list. Rather than splitting a reference across two pages, simply move the entire reference to the next page.

(c). All references in the reference list must appear in the Main Body of the dissertation. There are a few instances though (such as personal communications) when not all references in the Main Body of the dissertation must be in the reference list.

(d). Students are reminded that the *Publication Manual of the American Psychological Association, Sixth Edition (2010)* has significantly expanded guidance on referencing electronic formats including use of uniform resource locators (URLs) and digital object identifiers (DOIs). Students should become familiar with these requirements before constructing their reference list (see *APA Publication Manual* Section 6.31).

(e). The word “REFERENCES” appears centered at the top margin of the first page of the reference section. This heading appears as a modified level 1 heading in that it is centered and **boldface** but is presented in all CAPITAL letters. Note: there is no “chapter” designation or other headings used for the reference list.

(f). Insert 1 double-space immediately after the word “REFERENCES.” Type the first reference flush left. Remember to use hanging indents in the reference list.

D. End Matter Formatting

The End Matter of the dissertation consists of the following sections in this order: Appendices and Autobiographical Sketch (optional). The following formatting specifications apply to the End Matter. See Section 7: *Dissertation Formatting Samples* for more information.

1. Appendices

Any questionnaires, consent forms, IRB approval, instruments/scales, permission to use scales, etc. used in the study must be referenced in the method and must appear as appendices in the End Matter.

The following specifications apply to the appendices.

(a). Each appendix must have a cover page followed by the actual appendix.

(b). Appendix cover pages must be double-spaced. The actual appendices may appear single-spaced. For example, the questionnaires and scales

might be single-spaced. Appendix cover pages revert to standard font (no bold font) to be consistent with the front matter. The actual appendices may appear in bold font.

(c). Permission/approval to use materials must appear as separate appendices from the actual materials.

(d). Appendices continue numbering from the last page of the references. Page numbers remain as Arabic numerals located in the top right corner.

(e). All appendix materials must meet the margin requirements. It is appropriate to reduce an appendix to make it fit within the margin requirements.

(f). Organize appendices so that the first item referenced as an appendix is Appendix A, the second item referenced as an appendix is Appendix B, and so forth.

(g). Begin the appendices with Appendix A. There is no “filler” or “spacer” page labeled “APPENDIX”.

(h). The words “APPENDIX A” appear centered at the top margin of the first page of the appendix section. The name of the appendix appears in all CAPITAL letters, centered and immediately below the words “APPENDIX A.” The remaining appendices follow the same format.

2. Autobiographical Sketch (optional)

Students may include a brief autobiographical sketch as the last page of the dissertation. This page is numbered but not counted and should not be listed in the Table of Contents. The words “AUTOBIOGRAPHICAL SKETCH” appear centered at the top margin of the page. The sketch is presented as one single-spaced paragraph and must be presented in a professional tone.

Section 7: Dissertation Formatting Samples

The following section contains formatted samples of each of the three major sections of the dissertation (Front Matter, Main Body, and End Matter). You should **notice** that the page numbering in this section is out of sequence with the other sections of this manual. This is because these samples are numbered as they would appear in a sample dissertation.

Students are reminded that the samples provide information about *how* to format the dissertation. Students must insert their own information in place of the sample information provided (e.g. insert your actual name rather than “Name F. Student,” etc.). Your page numbers will differ from the page numbers in the samples (i.e., it’s unlikely that students’ method sections will begin on page 65, etc.).

TITLE OF YOUR DISSERTATION, CENTERED, IN ALL CAPITAL
LETTERS AND DOUBLE SPACED NOT TO EXCEED THREE LINES BUT
PREFERABLY ON TWO LINES

by

Name F. Student

A Dissertation Submitted in Partial Fulfillment of the
Requirements for the Degree
Doctor of Psychology

UNIVERSITY OF LA VERNE

College of Arts and Sciences
Psychology Department

Month and year dissertation is completed

Copyright @ (year submitted)

Name F. Student

All rights reserved

TITLE OF YOUR DISSERTATION, CENTERED, IN ALL CAPITAL
LETTERS AND DOUBLE SPACED NOT TO EXCEED THREE LINES BUT
PREFERABLY ON TWO LINES

by

Name F. Student

has been approved

Month and year of dissertation defense

DISSERTATION COMMITTEE

_____, Committee Chair
Typed name and degree of Dissertation Chair

_____, Committee Member
Typed name and degree of committee member

_____, Committee Member
Typed name and degree of committee member

ACCEPTED:

_____, Psy.D. Program Chair/DCT
Jerry L. Kernes, Ph.D.

Typed name and degree of Dean Date
Dean, College of Arts and Sciences

ABSTRACT

The text of the abstract should appear here, in uppercase and lowercase letters, flush left, with no indents. The text is double-spaced. The abstract presents a succinct summary of the dissertation. Abstracts should be clear, concise, and readable. Abstracts cannot exceed 1 page. Most abstracts will be between 150 and 250 words. This abstract is 112 words. The text is to appear in paragraph form and should not be divided into distinct sections. The text should, however, contain a summary of the purpose, method, and results of the dissertation, along with a brief discussion of the implications of the research. Students should consult journal articles and their chair when writing the abstract.

Dedication would be here if you have one. Flush left if it exceeds 1 line.

ACKNOWLEDGEMENTS

I would like to express my gratitude and appreciation to my dissertation committee. First and foremost, I'd like to thank my chair...

“Your epigraph would go here in quotation marks”

The reference for the above quote would appear here

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CHAPTER I

LITERATURE REVIEW

Level 2 Headings Look Like This

Level 2 headings are used for the main topics of the literature review. For example, assume that you have developed an intervention to reduce domestic violence. One major heading might be about the prevalence of domestic violence. A second major heading might be about multicultural considerations in domestic violence treatment.

Level 3 headings look like this. This level of heading is used in the literature review for a subheading within a major heading. For the major heading of multicultural considerations in domestic violence treatment, you might have several subheadings such as: Domestic violence in the African American community; Domestic violence among Asian Americans; and Domestic violence in same sex relationships.

Level 4 headings look like this. This level of heading is used in the literature review as a subheading subordinate to the Level 3 heading above. For example, in the subheading of domestic violence in same sex relationships, you might have a subheading for domestic violence among gay men and another subheading for domestic violence among lesbians.

Skipping Ahead to the Method Section

To be consistent with the sample table of contents provided in this dissertation manual, assume that there are 64 pages of literature review from this point until the Method Section on page 65. That is where we will resume this sample.

CHAPTER II

METHOD

Level 2 Headings Look Like This

Level 2 headings are used for the main sections of the method. For example, one main section might be about the participants. Another main section might be about the procedure used in the study. Still another main section might be about the scales used. If there are some scales used to measure one variable of interest (e.g., depression) and other scales used to measure another variable of interest (e.g., acculturation), it is often useful to use subheadings for these scales.

Level 3 headings look like this. This level of heading is used in the method for a subheading within a major heading. Using the example above, a Level 2 heading might be “Scales Used to Measure Depression.” The BDI-II and Hamilton Depression Scale might each be described using Level 3 headings.

How Many Levels Are Needed?

Students should consult with their Dissertation Chair concerning the headings and subheadings needed in this section. It is common that the method section has fewer levels of headings than the literature review.

How are Appendices Referenced?

Appendices are referenced like this. The BDI-II was used in this study to measure depression. The BDI-II appears in Appendix A. Permission to use the BDI-II appears in Appendix B. A description of the BDI-II would then follow including examples of items,

subscales, etc. A discussion of the psychometric properties of the BDI-II (i.e., reliability and validity) would then follow.

Skipping Ahead to the Results Section

I'm using a Level 1 heading to here to alert you to the next main topic. To be consistent with the sample Table of Contents provided in this dissertation manual, assume that the method section ends at page 79 and the results section begins on page 80. That is where we will resume the sample.

CHAPTER III

RESULTS

Level 2 Headings Look Like This

Level 2 headings are used for the main sections of the results. For example, one main section might be a summary of the analyses conducted. Another main section might be about the results on the BDI-II. Yet another main section might be about the results on the acculturation scales. Students should consult with their Dissertation Chair concerning the headings and subheadings needed in this section. It is common that the results section has fewer levels of headings than the literature review.

Level 2 Headings Look Like This

I'm using another Level 2 heading to provide an example of the correct way to reference a table and/or figure. I have just made up this data so do not look for meaning in it. The ANOVA revealed only a significant main effect of depression level, $F(1, 43) = 8.14, p = .003, \eta_p^2 = .16$. Means and standard deviations are reported in Table 1.

I have included another paragraph here to demonstrate that just because Table 1 was referenced above, the writing on this page does not end. Continue filling this page with text. The next page will be where Table 1 is presented.

Sample Table 1

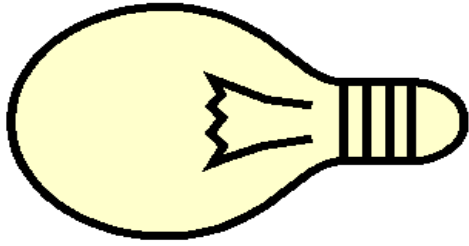
Means and Standard Deviations of Variables in this Study

Variable	Mean	SD
1. Severely Depressed	3.11	1.08
2. Moderately Depressed	3.89	1.06
3. Slightly Depressed	2.65	0.81
4. Not Depressed	2.17	0.64

As can be seen in Table 1, the..... Here you would simply explain what the table indicated. Refer to the *APA Publication Manual* Sections 5.07 through 5.29 for what to report in tables, how tables should look, and the relationship between tables and text. The key point in terms of dissertation formatting is that tables and figures appear on separate pages from the text.

Another key point to remember is that if a table or figure appears in a landscape format, the page number must remain in the top right hand corner to be consistent with the other pages in the document. A sample is shown on the next page. Please note that the sample is included to only to the orientation of the page. Please refer to the *APA Publication Manual* for specific formatting guidelines used with tables and figures.

Figure 1: Idea for My Dissertation



Level 2 Headings Look Like This

I'm using another Level 2 heading to reinforce the requirement that tables and figures appear on separate pages from the text and to alert you that we are now moving on to the discussion section. To be consistent with the sample Table of Contents provided in this dissertation manual, assume that the results section ends at page 107 and the discussion section begins on page 108. That is where we will resume the sample.

CHAPTER IV

DISCUSSION

Level 2 Headings Look Like This

Level 2 headings are used for the main sections of the discussion. The first main section is a clear statement of whether the hypotheses were supported or not supported. Many discussions use only Level 2 headings. Students should consult with their chair concerning the headings and subheadings needed in this section.

Level 2 Headings Look Like This

Another Level 2 heading is being used here to illustrate that another commonly used section in the discussion is called “Limitations of the Study.”

Level 2 Headings Look Like This

Yet another Level 2 heading is being used here to illustrate that another commonly used section in the discussion is called “Implications of the Current Findings.”

Level 2 Headings Look Like This

Once again, a Level 2 heading is being used here to illustrate that a commonly used section in the discussion is called “Directions for Future Research.” To be consistent with the sample table of contents provided in this dissertation manual, assume that the discussion section ends at page 137 and the reference section begins on page 138. That is where we will resume the sample.

REFERENCES

- Ghost, W. (2017). Integrating ProQuest and APA publication requirements. *American Journal of Dissertation Formatting*, 7, 27-42. doi:xx.xxxxxxxxxxx
- Nome, D. P. (2016). Formatting considerations for doctoral dissertations. *Journal of Contemporary Dissertation Formatting*, 27, 123-132.

To be consistent with the sample Table of Contents provided in this dissertation manual, assume that the reference section ends at page 148 and the Appendices begin on page 149. That is where we will resume the sample.

APPENDIX A
IRB APPROVAL LETTER

You would place your IRB approval letter here.

APPENDIX B

DEMOGRAPHIC QUESTIONNAIRE

Sample Demographic Questionnaire

I am

Female

Male

Transgender

APPENDIX C

NAME OF SCALE USED TO MEASURE VARIABLE

ACME Scale of Depression

1. Please rate your level of depression at this moment using the following scale

<u>Very Depressed</u>	<u>Moderately Depressed</u>	<u>Slightly Depressed</u>	<u>Not Depressed</u>
1	2	3	4

2. Please rate your level of depression in the past week

<u>Very Depressed</u>	<u>Moderately Depressed</u>	<u>Slightly Depressed</u>	<u>Not Depressed</u>
1	2	3	4

APPENDIX D

PERMISSION TO USE THE SCALE ABOVE

July 27th, 2017

Dear Name F. Student,

Thank you for your recent request to use the ACME scale of Depression. You may indeed use it for your dissertation. I'd greatly appreciate if you'd provide me a summary of your findings once your study is complete.

Best of luck in your research,

Sincerely,

Gray T instructor, Ph.D.

APPENDIX E

ANOTHER SCALE USED TO MEASURE VARIABLES

ACME Happiness Checklist

Please check all the items below that make you happy

____ Money

____ Global Warming

____ Vacation

____ Political unrest

____ Puppies

____ My Family

____ Rainbows

APPENDIX F

PERMISSION TO USE THE SCALE ABOVE

February 7th, 2017

Dear colleague:

Thank you for expressing interest in my Happiness checklist. It makes me very happy to know that others are using the checklist as a research tool. You have my permission to use it.

Have a happy day.

Sally J. Smiley, Ph.D.

AUTOBIOGRAPHICAL SKETCH

Name F. Student was born in Azusa, California on March 20, 1979. She received her elementary school education at Happy Farm Elementary School. Her secondary education was completed at Warm Water High School in Florida. In 2000, Name. F. Student entered Florida State University, majoring in psychology. Upon graduation in 2004, she joined *the Knock on Doors for America* program, teaching living skills to young adults in Orlando. In Fall 2014, she entered the Psy.D. Program in Clinical Psychology at the University of La Verne. She received a two-year fellowship from the American Psychological Association to pursue her doctoral studies. Name F. Student was an active member of the Psychology Graduate Student Alliance at the University of La Verne from 2016-2018.

Section 8. Dissertation Forms

The following Dissertation Forms are contained in this section. These forms are also available on the program's website:

<http://sites.laverne.edu/psychology/psyd-program/resources-for-current-students/dissertation-manual/>

Form 1A (Declaration of Dissertation Chair and Committee)

Form 1B (Request for Reconstitution of Dissertation Committee)

Form 2A (Approval and Scheduling of Dissertation Proposal Defense)

Form 2B (Proposal Outcome)

Form 3A (Approval and Scheduling of Final Dissertation Defense)

Sample Dissertation Defense Announcement (necessary for completion of Form 3a above)

Form 3B (Graduation Application Verification)

Form 4 (Dissertation Final Defense Status)

University of La Verne
Psy.D. Program in Clinical Psychology
Form 1A
Declaration of Dissertation Chair and Committee

Student: _____ **Date:** _____

Address: _____ **(Phone)** _____
_____ **(email)** _____

Working Title: _____

Committee Chair (Must be core doctoral faculty member)

(Print Name) (Signature)

Committee Members (2nd member must be a core doctoral faculty member. You must attach a vita for any third committee member who is not a member of the La Verne psychology department).

(Print Name) (Signature)

(Print Name) (Signature)

Received by Psy.D. Program Chair/DCT

(Signature) (Date)

RETURN THIS FORM TO THE PSYCHOLOGY DEPARTMENT MANAGER

**University of La Verne
 Psy.D. Program in Clinical Psychology
 Form 1B
 Request for Reconstitution of Dissertation Committee**

Student: _____ **Date:** _____

Address: _____ **(Phone)** _____
 _____ **(email)** _____

Current Committee Membership		New Committee Requested	
Chair		Chair	
2 nd member		2 nd member	
3 rd member		3 rd member	

Rationale for change

Please provide a clear, succinct statement of the changes requested in your committee membership and the reason for these changes (attach additional pages if necessary).

 Psy.D. Program Chair/DCT approval Date

RETURN THIS FORM TO THE PSYCHOLOGY DEPARTMENT MANAGER

University of La Verne
Psy.D. Program in Clinical Psychology
Form 2A
Approval and Scheduling of Proposal Defense

Student: _____ **Date:** _____

Address: _____ **(Phone)** _____
 _____ **(email)** _____

Dissertation Title: _____

Dissertation Chair's Approval:

I have reviewed and approved the student's dissertation proposal and determined that the student is ready for the *Proposal Defense*. I have received a copy of the student's IRB application.

_____ Committee Chair
 (Print Name) (Signature)

Committee Members	Name	Email address
2 nd member		
3 rd member		

Scheduling Approval

This student's final dissertation defense is scheduled as follows:

Date	Time	Place

Approved: _____
 Natalie Brown-Psychology Department Manager

Received by Psy.D. Program Chair/DCT

 (Signature) (Date)

RETURN THIS FORM TO THE PSYCHOLOGY DEPARTMENT MANAGER

**University of La Verne
Psy.D. Program in Clinical Psychology
Form 2B
Proposal Outcome**

Student: _____ **Date:** _____

Address: _____ **(Phone)** _____
_____ **(email)** _____

Working Title: _____

The members of the dissertation committee

_____ Accept the proposal with minor revisions (committee sign below)

_____ Accept the proposal with moderate revisions (committee sign below)

_____ Reject the proposal due to major revisions (committee does not sign)

Comments: _____

Signatures:

_____ Committee Chair
(Print Name) (Signature)
_____ Committee Member
(Print Name) (Signature)
_____ Committee Member
(Print Name) (Signature)

Received by Psy.D. Program Chair/DCT

_____ (Signature) (Date)

RETURN THIS FORM TO THE PSYCHOLOGY DEPARTMENT MANAGER

University of La Verne
Psy.D. Program in Clinical Psychology
Form 3A
Approval and Scheduling of Final Defense

Student: _____ **Date:** _____

Address: _____ **(Phone)** _____
 _____ **(email)** _____

Dissertation Title: _____

Dissertation Chair's Approval:

I have reviewed and approved the final draft of this student's dissertation and declare this student ready for the *Final Defense*.

_____ Committee Chair
 (Print Name) (Signature)

Committee Members	Name	Email address
2 nd member		
3 rd member		

Scheduling Approval

This student's final dissertation defense is scheduled as follows:

Date	Time	Place

Approved: _____
 Natalie Brown-Psychology Department Coordinator

Received by Psy.D. Program Chair/DCT

_____ (Signature) (Date)

RETURN THIS FORM TO THE PSYCHOLOGY DEPARTMENT MANAGER

**Psy.D. Program in Clinical Psychology
Form 3b
Graduation Application Verification**

Student: _____ **Date:** _____

Address: _____ **(Phone)** _____
_____ **(email)** _____

Dissertation Title: _____

____ Graduation Application Completed

____ Graduation Fee Paid

____ Cap and Gown rental paid

Graduate Academic Services Verification

I verify that this student has completed the requirements for graduation indicated above

____ Graduate Academic Services Staff
(Print Name) (Signature)

Received by Psy.D. Program Chair/DCT

(Signature) (Date)

RETURN THIS FORM TO THE PSYCHOLOGY DEPARTMENT MANAGER

**Psy.D. Program in Clinical Psychology
Form 4
Final Defense Outcome**

Student: _____ **Date:** _____

Address: _____ **(Phone)** _____
_____ **(email)** _____

Dissertation Title: _____

This is to certify that this student has

- _____ Passed the final dissertation defense with no revisions needed
- _____ Passed the final dissertation defense with minor revisions needed
- _____ Passed the final dissertation with moderate revisions needed
- _____ Passed the final defense with major revisions needed.
- _____ Student failed the final dissertation defense.

Signatures:

(Print Name)	(Signature)*	Committee Chair
(Print Name)	(Signature)*	Committee Member
(Print Name)	(Signature)*	Committee Member

Received by Psy.D. Program Chair/DCT

(Signature) (Date)

RETURN THIS FORM TO THE PSYCHOLOGY DEPARTMENT MANAGER