Dissertation Clearance Guide: Psychology Division
Important Information for Completing your Dissertation

This guide is to inform GSEP Doctoral candidates in the **Psychology Division** of the dissertation submission process and final requirements for degree completion. After passing the Final Oral exam, students must submit their approved manuscript and other documenation for APA Format Review and complete the remaining steps for dissertation publishing and graduation after receiving APA Clearance. These steps are outlined in detail, below.

SUBMITTING YOUR DISSERTATION FOR APA FORMAT REVIEW: Once you pass the Final Oral exam, the following must be completed before submitting your dissertation manuscript for APA Review:

✓ All dissertation modifications outlined by your Dissertation Committee are implemented.
✓ Your Dissertation Committee has approved those modifications.
✓ Your Dissertation Chairperson has signed Form 8, *Approval of Final Clinical Dissertation Manuscript*.

A clearance by the Dissertation Support Office is required to ensure that Pepperdine GSEP format requirements and APA format and style guidelines have been maintained. Specific formatting requirements can be found on our Pepperdine Community webpages for GSEP Manuscript Requirements for Psychology Dissertations.

To ensure a timely review, please review the *Dissertation Format Requirements Manual*, *Sample Psychology Preliminary Pages* and complete the checklist in the *APA Dissertation Clearance Submission Form* before submission of dissertation manuscript.

Please Note Hard Copies are no Longer Required

 The following items should be submitted to **gsep.writingsupport@pepperdine.edu**:

✓ APA Dissertation Clearance Submission Form
✓ Form 8 - Approval of Final Clinical Dissertation Manuscript (with Dissertation Chairperson signature)
✓ One (1) **PDF version** and one (1) **MS Word version** of approved dissertation manuscript
   *Form 8 will also be signed by dissertation reviewer upon confirmation of dissertation clearance.
Fillable forms can be accessed online at GSEP Community Psychology Forms and Resources

Once all documentation, including both versions of your dissertation, has been received, an initial contact e-mail is sent to your Pepperdine e-mail outlining the APA Review process, and a "first look" will begin once the assigned reviewer is available. The Dissertation Support Office will indicate format changes necessary using your **PDF version** along with a detailed letter

outlining edits requested. You are required to resubmit an updated PDF after all necessary modifications have been implemented. Multiple "looks" may be required, depending on the volume/nature of edits to your submission and failure to adhere to requests will delay APA Clearance.

==Please allow at least 2 weeks for the initial review.==

The suggested submission deadline is six (6) weeks prior to the end of the term in which the degree is posted, and three (3) weeks before end of the term for re-review. Manuscripts will be accepted after this deadline for review; however, the Dissertation Support Office may not be able to complete all the necessary arrangements in time for the degree posting that term.

SUBMITTING YOUR DISSERTATION FOR PUBLISHING: After your dissertation has been cleared for APA Review, the following must be completed and submitted to the Dissertation Support Office in order to publish your dissertation and for your degree to be posted. Also, all required paperwork, including the Final Internship Evaluation, must be in your clinical training file.

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1. **ProQuest UMI/ETD Submission**: Electronically submit your final dissertation to UMI Dissertation Publishing via ProQuest ETD Administrator.

   - ✓ Create a new user account to upload the final **PDF version** of your dissertation for publishing with ProQuest Electronic Theses & Dissertations (ETD) Administrator.
   - ✓ Select a publishing option and complete the agreement.
   - ✓ Personal bound dissertation copies and copies for the chairperson/committee members can be ordered through the electronic submission process to ProQuest/UMI.
   - ✓ All fees are paid by credit card at the time of initial submission.

2. Once you have completed your internship, your PsyD Program Administrator will contact you and request that you complete the Graduation Application.

Degree completion and ability to use the credential of "Psy.D." occurs when all degree requirements have been met. *Graduation* is defined as the date the doctoral degree is posted, not the date of the graduation ceremony itself which generally occurs only once a year during the Summer term.
For details, visit the GSEP Community Web page: Commencement Ceremony Information

For additional information regarding the dissertation clearance process visit our GSEP Community Dissertation Support pages online, including a list of independent editors found on our Writing Support Resources page.

You may also contact **gsep.writingsupport@pepperdine.edu**.

DEGREE POSTING FAQ: ONCE YOU HAVE GRADUATED

I have graduated. When will my degree post to my academic record?

For students who have submitted a Graduation Application and have completed all degree requirements, degrees will be awarded to academic records approximately one week after the term has ended and grades have been submitted.

I have graduated. When should I expect to receive my diploma?

Diplomas are mailed to students approximately 90 days after degrees have been posted. You will not receive your diploma if you have any existing holds on your student record. Be sure to check your Student Center in WaveNet for any holds which would prevent you from receiving your diploma (i.e. Federal Loan Exit Counseling or a delinquent tuition balance). Contact the respective office for the hold as soon as possible to prevent a delay in receiving your diploma.

I have graduated and need an official copy of my transcripts indicating my degree has posted. How do I order official transcripts?

Recent graduates have access to request an official copy of their transcripts through their **Student Center in WaveNet** for 90 days after their degree is posted. You may also request an official copy of your **Transcripts from the Office of the University Registrar**

   ∗ Be sure to indicate on your transcript request "*do not process until degree has posted.*"

For questions regarding transcript processing, you may contact the **Office of OneStop** in Malibu (310) 506-7999.

   ∗ Students will not receive transcripts if they have any existing holds on their student record.

I have graduated and need to submit confirmation my degree has posted to my employer sooner than receiving my diploma. How do I do this?

You can request a letter of **Degree Verification from the University Registrar**.

Visit the **Graduation - Frequently Asked Questions** Web page for additional information regarding graduation, degree completion and the commencement ceremony for GSEP doctoral candidates.

PEPPERDINE
School of Education and Psychology