

PART V

DISSERTATION FORMS

This part contains the forms students and faculty use in the phases of dissertation writing. In many cases, students will send forms directly to their committee members. (The Procedure box on each form describes the process for that form.) Speak with your committee to determine the best way to submit forms to them; individual preferences vary.

When submitting a form to the dissertation office, you may use mail, fax, or electronic mail. Regardless of which method you choose, we strongly encourage you to keep evidence of when you sent a form.

To send a form via regular mail (USPS), address it to:

Dissertation Office
Pacifica Graduate Institute
249 Lambert Road
Carpinteria, CA 93013

To send a form via fax, call the fax line for the dissertation office at (805) 565-9896

To email a form, print and fill it out, scan the form, and send the electronic file as an attachment to the body of the email.

Pacifica Graduate Institute Dissertation Registration Form

(Please print)

Eligibility Requirements: To register for dissertation writing, you must have an approved concept paper, be in good financial and academic standing, and have a minimum 3.0 grade point average with no failing grades on your transcript. Students in the clinical program must have successfully passed the comprehensive exams.

Name: _____ Program: _____

I want to begin my two-year dissertation registration on:

- October 1, 20____
- January 1, 20____
- April ,1 20____
- July 1, 20____

I want to register for an additional year of dissertation writing on:

- October 1, 20____
- January 1, 20____
- April 1, 20____
- July 1, 20____

Student Signature: _____ Date: _____

(The following portion to be completed by Pacifica)

Dissertation Office: _____ Date: _____ PTL: _____

Business Office: _____ Date: _____

PROCEDURE

STUDENT: Complete and submit the registration form to the Dissertation Office by the registration deadline. There is no grace period. Allow up to a few weeks for processing the registration, upon which the business office will debit your account. The dissertation office does not notify students, so periodically check your "my.pacifica" account for current registration status.

Petition for One-Quarter, No-Fee Extension

(Please print)

This form is for a one-time, one-quarter extension of either the 2-year or 1-year dissertation enrollment period using criteria listed below. It can only be used by students who are within their Program Time Limit and in good financial standing. All other requests for extension without fee must be submitted in writing to the Director of the Dissertation Office for Education Council consideration. See policies for "The Dissertation" in the Student Handbook.

Student: _____ Program/ Track: _____

Address: _____

Current dissertation enrollment period ends 20_____ (please check one):

January 1

April 1

July 1

October 1

Reason for extension request (Please provide brief explanation in space below)

- Short illness (1-3 months): please specify dates and situation
- Committee sabbatical: please name faculty member and year/ quarter
- Near completion: within one quarter of final dissertation draft approval

APPROVED DENIED Reason: _____

Dissertation Office Director: _____ Date: _____

Processed by: _____ Date: _____ Applied to (dates): _____

PROCEDURE

STUDENT: Complete upper portion and submit to Dissertation Office one month before the end of your enrollment.

DISSERTATION OFFICE: Approves or denies petition based on input from committee and review of dissertation records; files original petition; forwards copy to student and Pacifica's business office, financial aid office, and registrar.

cc: Business Office
Financial Aid Office
Registrar's Office
Dissertation Office
Student

Mythological Studies Program
Concept Paper Approval Letter from the Research Coordinator

Congratulations! With the acceptance of your Concept Paper by your instructor, you have successfully passed the Dissertation Formulation Course. As Research Coordinator, I also have reviewed and approved your Concept Paper.

Please keep in mind that this approval does not mean that the Concept Paper will be automatically accepted by the members of your Dissertation Committee. My assessment, and that of your instructor, is not about the specific content of your project, but primarily a judgment regarding your capacity to pursue doctoral level research. The Chair and other members of your committee may have a different or more informed opinion about the contents of your Concept Paper. Receiving their feedback and responding to it, signals the beginning of your dissertation work.

All further changes, either in your Concept Paper or Dissertation Proposal, including change of topic, need to be made with the advice of the Chair and members of the Dissertation Committee.

You may now enroll in the dissertation writing period (using the *Registration for Dissertation Enrollment Form*).

As soon as your clock starts, it is time officially to invite a faculty member to serve as Chair of your Dissertation Committee. Please send that faculty member your concept paper with a letter and the concept paper approval form.

With best regards,

V. Walter Odajnyk, PhD
Research Coordinator,

**Mythological Studies Program
Approval of Concept Paper by CHAIR**

Student

Date

I have reviewed the concept paper and agree to serve as the Chair of the committee.

Chair

Date

PROCEDURE:

1. Student submits the Registration for Dissertation Enrollment form to the Dissertation Office at least three weeks prior to the beginning of a quarter (1/ 1, 4/ 1, 7/ 1, 10/ 1).

2. Student submits an approved concept paper to the prospective Chair with this form.

If the Chair suggests that the concept paper be revised, this should be communicated directly to the student. Signature by faculty on this form must be withheld until the necessary modifications are completed.

3. When the concept paper is approved, the Chair returns this form to the dissertation office (fax, electronic form or hard-copy is acceptable).

4. When required, the Dissertation Office then sends a contract for services to the Chair.

**Mythological Studies Program
Approval of Concept Paper by READER**

Student

Date

Name of Chair who has agreed to serve on student's committee

Name of READER

Address:

Phone:

E-mail:

I have reviewed the concept paper and will serve as the Reader of the committee.

Reader

Date

PROCEDURE:

1. Student submits the concept paper that was approved at the end of the Dissertation Formulation class, to the Reader with this form.
2. If the Reader suggests that the concept paper be revised, this should be communicated directly to the student. Signature by faculty on this must be withheld until the necessary modifications are completed. It should be noted that the acceptance of the concept paper at the end of Dissertation Formulation class does not imply that members of the committee have an obligation to accept it as it is presented.
3. When the concept paper is approved, the Reader sends this form to the dissertation office and a copy to the committee chair (fax, electronic form or hardcopy is acceptable).
4. The Dissertation Office then sends a contract for services to the Reader.

**Mythological Studies Program
Approval of External Reader by CHAIR**

Student Date

Chair name Chair Signature

Name of
EXTERNAL READER _____

Address: _____

Phone: _____ E-mail: _____

PROCEDURE:

1. Submit this form to the Chair, proposing the approval of an External Reader who has both expertise and interest in the subject of the dissertation. As a rule, the External Reader must have a doctoral degree (see handbook entry). This form must be accompanied with two copies of curriculum vitae of the proposed External Reader. The External Reader **MUST NOT** have a dual relationship with the student (i.e. supervisor, therapist).
2. The Chair approves the External Reader by signing this form and submitting both the form and a copy of the CV to the dissertation office (fax, electronic form or hard-copy is acceptable). If the Chair does not approve your proposed External Reader, you will be asked to propose another individual to serve in this role (and again, use this form).
3. The Dissertation Office officially invites the approved External Reader to become a member of the committee, and sends a contract for services, along with a copy of the handbook.

Mythological Studies Program Approval of Dissertation Proposal

Name of committee member: _____

Please indicate one: Chair Reader External Reader

I have reviewed the proposal of _____
Student

Entitled: _____

and found the proposal draft to be (check one):

Acceptable as is Acceptable with the following minor revisions:

EVALUATION OF PROPOSAL

Overall quality of thought and expression:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptable
Significance and originality of topic:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptable
Introduction to topic & clarity of question:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptable
Review of the literature:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptable
Methodology, ethics, and research design:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptable

Committee Member's Signature

Date signed

PROCEDURE

STUDENT: Attach one copy of this form with the draft of the proposal you submit to each committee member. Allow six weeks for each committee member to respond to you with comments.

READER AND EXTERNAL READER: Complete and sign this form, and submit to the dissertation chair. If significant revisions are required, please return to the student.

CHAIR: Complete and sign this form, attach reader and external reader's approvals and forward to Dissertation Office for processing. Submit all three approval forms together

DISSERTATION OFFICE: Processes approval forms and notifies student and chair.

Mythological Studies Program Ethics Committee Approval Form

(To be submitted by all candidates,
including those not using experimental subjects)

Name of Student

Date

Name of Chair

Date

Please sign in the relevant category (A or B; C).

A. Non Use of Human Participants

As I am not using human participants or any unpublished clinical material (such as clinical vignettes, case notes, video or audiotapes) for any phase of my research, I am requesting an exemption from completing the application for approval for the use of human participants.

Student Signature _____ Date _____

Approval of CHAIR _____ Date _____

B. Use of Human Participants

Please find attached my application for the use of human (or animal) participants.

Student Signature _____ Date _____

Approval of Chair:

I have read and approved the enclosed protocol, and I believe that the investigator is competent to conduct the activity they described in enclosed application.

Approval of CHAIR _____ Date _____

C. Notice of Approval from Ethics Committee Representative

The signature of the representative of the Ethics Committee, when affixed below, indicates that the activity identified in the enclosed application has been approved with the conditions and restrictions noted here.

Restrictions and Conditions: (please attach a note)

Ethics Committee Representative Signature _____ Date _____

PROCEDURE:

1. The student signs this form and, when using human participants, attaches the ethics application and relevant documents then sends this material to the Chair.
2. The Chair signs this form and submits (non-use) directly to the dissertation office or (use of human participants) to the research coordinator (fax or hard-copy is acceptable).
3. The research coordinator reviews all use of human participant projects, signs and returns the form and application to the dissertation office.

Mythological Studies Program Approval of Dissertation Final Draft

Name of committee member: _____

Please indicate one: Chair Reader External Reader

I have reviewed the final draft of _____
Student

Entitled: _____

and found the draft to be (check one):

Acceptable as is Acceptable with the following minor revisions:

EVALUATION OF FINAL DRAFT

Quality of discussion:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptable
Scholarly contribution to the field:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptable
Global/ multicultural awareness:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptable <input type="checkbox"/> N/ A
Mythic/ depth psychological awareness:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptable <input type="checkbox"/> N/ A
Awareness of <i>anima mundi</i> :	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Acceptable <input type="checkbox"/> N/ A

Committee Member's Signature

Date signed

PROCEDURE

STUDENT: Attach one copy of this form with the final draft of the dissertation you submit to each committee member. Allow six weeks for each committee member to respond to you with comments.

READER AND EXTERNAL READER: Complete and sign this form, and submit to the dissertation chair. If significant revisions are required, please return to the student.

CHAIR: Complete and sign this form, attach reader and external reader's approvals and forward to dissertation office for processing. Submit all three approval forms together

DISSERTATION OFFICE: Processes approval forms and notifies student and chair.

Pacifica Library Catalog & Methodologies Form

(Please print complete information and submit to the
Dissertation Office any time after final draft approval)

Student' Name _____ Program _____ Track _____

Please indicate your primary methodology below

If you have used a hybrid methodology, check no more than two from the list below. Mythological Studies students: please choose Theoretical, Humanistic & Social Science, or Production only.

- Case study
- Ethnographic
- Hermeneutics
- Heuristic
- Participatory action or action research
- Phenomenology
- Statistical
- Artistic/ creative studies

Type: _____
e.g. CD-ROM, novel, screenplay, DVD, video, CD-audio

- Humanistic & social science (Myth students)
- Theoretical (Myth students)
- Production (Myth students)

Type: _____
e.g. CD-ROM, novel, screenplay, DVD, video, CD-audio

Proquest/UMI Publishing and Copyrighting

(Please print and complete the three pages required for Proquest copyrighting and publishing and submit to the Dissertation Office any time after final draft approval)

Academic and scholarly convention urges the release of doctoral dissertations into the public domain, making such research available for other researchers. For this reason, it is a degree requirement at Pacifica that dissertations be submitted for ProQuest/ UMI publishing and copyrighting. Importantly, this process in no way interferes with subsequent books or articles that you may publish upon completion of the dissertation. Copyright remains with you.

Please go to www.il.proquest.com/dissertationagree (user name: dissertations; password: publish) and download Publishing Your Doctoral Dissertation with UMI Dissertation Publishing. Read this PDF file carefully and then fill out the three required forms and submit them to the Dissertation Office. All three forms, listed below, are required by Pacifica:

- Open Access vs. traditional Publishing,
- Dissertation Submission, and the
- Copyright Registration form.

Please note: Pacifica Graduate Institute does not allow students to delay release (embargo) of their completed dissertations.

University Microfilms International will microfilm and register the copyright for your dissertation. They will also publish the abstract of your dissertation in their monthly journal, Dissertations Abstracts International.

Dissertation Order Form

Please fill out this form and return it to the
Dissertation Office with your corrected manuscript.

Student name: _____ Date: _____

Address: _____

Would you like the edited manuscripts returned to you? Yes _____ No _____

Shortened title for spine (maximum of 40 characters):

Students may order as many copies of the dissertation as they want to pay for. Hardbound copies cost 10 cents per page for duplication and \$42.00 each for binding. Spiral bound copies cost 4 cents per page for duplication and \$2.50 each for binding. At the time of the order, Pacifica pays these charges. When you receive a final adjusted bill, it will include fees for editing, duplicating, printing, binding, copyright and publishing charges. You may pay the amount directly or it will be added to your account directly during the next billing cycle. Once your shipment of bound copies arrives at Pacifica, we will send them to you for distribution.

Number of hardbound copies: _____ Number of spiral bound copies: _____