

STEPS FOR SUCCESSFUL DISSERTATION COMPLETION/Pacifica Graduate Institute Depth Psychotherapy Program

STEP 1: CONCEPT PAPER APPROVAL

Concept paper must be approved by research faculty and approval form forwarded to Dissertation Office.

[CONCEPT PAPER ACCEPTANCE FORM](#)

STEP 2: DISSERTATION REGISTRATION

Submit 2-year dissertation clock registration form to Dissertation Office.

[DISSERTATION REGISTRATION FORM](#)

STEP 3: FORM THE DISSERTATION COMMITTEE

Select Chair from program core faculty. Chair will submit form to Dissertation Office.

[CHAIR APPOINTMENT FORM](#)

Ethics Application Form (with supporting documentation) must be approved by Chair and submitted to Dissertation Office. Chair will then read/approve Proposal. Once Chair has approved, submit work to other committee members for review. Approval forms are sent to Chair, who will forward all 3 approvals to Dissertation Office together.

[ETHICS - NON-USE OF PARTICIPANTS FORM](#)

[ETHICS - USE OF HUMAN PARTICIPANTS FORM](#)

[ACCEPTANCE OF PROPOSAL FORM](#)

STEP 4: ETHICS AND PROPOSAL APPROVAL

Work with Chair to select Reader and External Reader. Chair will approve selections and forward approval forms to Dissertation Office.

[READER APPOINTMENT FORM](#)

[EXTERNAL READER APPOINTMENT FORM](#)

STEP 5: FINAL DRAFT APPROVAL

Complete research and writing under Chair support. When the final draft has been approved by Chair, forward to Reader and External Reader for review and approval. They will then send approval forms to Chair who will forward all 3 approvals to Dissertation Office.

[ACCEPTANCE OF FINAL DRAFT FORM](#)

STEP 6: ORAL DEFENSE

When the Dissertation Office has received all approval forms, the committee Chair can schedule the oral defense. Students should coordinate with committee members for a suitable date, keeping in mind the 3-week lead time required from the time the Chair contacts the Dissertation Office.

[COMPLETING THE ORAL DEFENSE](#)

STEP 7: PREPARING THE MANUSCRIPT FOR PUBLICATION

When dissertation office receives your manuscript, we immediately forward it to the Institute's APA copyeditor. The copyeditor reviews the dissertation and edits it in accordance with APA requirements and the Institute's stylistic guidelines. The copyeditor returns the dissertation with notations for corrections to be made. The dissertation office will send this marked manuscript to the student for correction. This process may need to be repeated more than once to ensure that all necessary corrections have been incorporated. In fact, we advise students to plan on the time and the postage costs for at least two rounds of checking the manuscript for errors, which may take several weeks and, in some cases, a few months.

[PREPARING THE MANUSCRIPT FOR PUBLICATION](#)