7 STEPS FOR SUCCESSFUL DISSERTATION COMPLETION

PACIFICA GRADUATE INSTITUTE
PSYCHOLOGY PROGRAMS

STEP 1: CONCEPT PAPER APPROVAL
Typically during the third year of coursework, student submits concept paper to research faculty for approval. Faculty reviews work and sends approval form, along with the paper, to the dissertation office.

STEP 2: REGISTRATION
Student reviews eligibility requirements for registration, then submits 2-year dissertation registration form to dissertation office.

STEP 3: FORM THE DISSERTATION COMMITTEE
Student selects chair from program faculty list. Chair submits appointment form to dissertation office. Next, student works with chair to select reader, who signs and submits appointment form to chair. Then student works with chair to select external reader, who submits a CV for chair’s review. Chair then forwards CV and appointment forms to dissertation office.

STEP 4: ETHICS AND PROPOSAL APPROVAL
Student submits Ethics Application and proposal to chair and IRB for review. After both are approved by chair, student submits work to other committee members who review work and submit proposal approval forms to chair, who then forwards all forms to dissertation office.

STEP 5: FINAL DRAFT APPROVAL
Student completes research and writing under chair guidance. When chair has approved final draft, student forwards it to reader and external reader for review/approval. They will then send approval forms to chair who will forward all approvals to dissertation office.

STEP 6: PREPARING THE MANUSCRIPT FOR PUBLICATION
Students send the complete manuscript to the dissertation office, who immediately forwards it to Pacifica’s proofreader. When the proofed copy is returned with the necessary corrections noted, the dissertation office sends the proofread copy on to the student for revision. After the student completes the revisions, the dissertation office spot-checks the revised manuscript to ensure that it is now ready for publication. This process of correction-and-spotchecking may need to be repeated more than once, taking several weeks and, in some cases, a few months.

STEP 7: ORAL DEFENSE
When the manuscript has been approved for print, the committee chair schedules the oral defense through the dissertation office. Chair coordinates with all committee members and student for a suitable date, keeping in mind the 3-week lead time required from the time the chair contacts the dissertation office.