

Advancement to Candidacy and to Level III

REQUIREMENTS, PROCEDURES AND FORMS

Hi Everyone,

If you have completed your First and Second Exam, all of your coursework, and the Dissertation Topic Proposal form, then you are ready to Advance to Candidacy and to Level III. You will now officially move into the Dissertation stage. Congratulations!

The information below will assist you in this important process.

Please read through the instructions and explanations carefully.

You may always contact the Deputy Executive Officer or Assistant Program Officer for Academic Support and Student Progress with any questions and for clarification.

❖ Getting Ready to Advance!

Advancing to Level III is a Student Initiated Process.

- Students will monitor their progress to know when they have met all of the requirements and are ready to Advance to Candidacy and to Level III.
- We have tried to anticipate your questions in the information provided below to help guide you through the advancement process and the required paperwork.
- You may Advance to Candidacy and to Level III once you have met all of the criteria.

- ✓ *Completion of your First and Second Doctoral Exam*
- ✓ *Completion of your coursework*
- ✓ *Approved Dissertation Topic Proposal*

- Please read the requirements and instructions carefully.
- Remember to always check your Banner transcript AND to check in with your advisor.
- You can always contact the Deputy Executive Officer or Assistant Program Officer (APO) for Academic Support and Student Progress with any questions and for clarification.

You are on your way.....

❖ **How do I start the Process - what do I need to know and do?**

Students must meet specific requirements to start the Level III process.

Requirements for Advancing to Candidacy and reaching Level III:

⇒ **CURRICULAR REQUIREMENTS:**

- Check your transcript on Banner to make sure you have completed all required coursework, including Ethics and Statistics I and II - passing with a B- or better.
- Complete all required course credits with at least an overall B average.
 - Check with your advisor and your Student Handbook to verify your total course credit requirement.
 - Transfer Credits count towards your total credits. Check your Banner transcript for Transfer Credits.
- Any courses with open grades (NGR, SP, INC) must be resolved before moving to Level III.
- Instructors for courses with open grades must complete a Change of Grade form and submit it to the Executive Office with an original signature. The course instructor can request the form from the APO for Academic Support and Student Progress, from the Administrative Assistant on the campus on which you work, or from the Registrar.
- The only exceptions to SP and NGR grades are when you Register on Record and automatically receive an NGR or when you register for Dissertation Supervision and receive an SP.

⇒ **MILESTONE REQUIREMENTS:**

- Complete the First and Second Doctoral Exam.
 - The First and Second Exam dates will appear at the bottom of your transcript.
 - If your First or Second Exam is not recorded, please have your advisor send the APO of Academic Support and Student Progress an email with the date that you successfully completed the exam. We will process it quickly.

⇒ **FORMS REQUIREMENTS:**

- Once you have met all of the requirements above, you will initiate the process of Advancing to Candidacy and moving to Level III by completing the **Dissertation Topic Proposal and Dissertation Committee Selection Form** - required by Psychology (attached).

- This form requests the names of your committee members,* the working title of your dissertation, and a summary of your proposed research.
 - Remember: Under Graduate Center requirements, at least three committee members must be CUNY doctoral faculty
- Please print legibly or type the writeable form so we can clearly read the names of your committee members and the title of your dissertation - no kidding!
- Everything on this form is allowed to change up until the day of your defense.
- The chair of your committee will sign the form. You will send the form and your proposed research summary to the APO of Academic Support and Student Progress as an email attachment. We do not need original signatures on this form in order to process.
- The Executive Officer of Psychology will approve and sign the form.
- - *If any of your committee members are Non-CUNY doctoral faculty, please complete the "**Request for Approval of Non-CUNY Doctoral Dissertation Committee Member**" form. (attached)*
 - *Send the completed form and the Committee Member's CV to the APO of Academic Support and Student Progress as an email attachment.*
 - *An original signature is not required to process this form.*
 - *The form and CV will be reviewed by the EO Office and you will be notified by email if the committee member(s) are not approved.*
- The approved Dissertation Topic Proposal and Dissertation Committee Selection Form now activates the process of moving you to Level III within the university system.
- The APO of Academic Support and Student Progress will electronically submit an **online Advancement to Candidacy form** to the Registrar's Office with all of the information you provided on the Dissertation Topic Proposal and Dissertation Committee Selection Form.
- If for any reason the Registrar's Office finds you have not met the requirements, the EO Office will be notified of the rejected Application and we will let you know.
- Please note the Add/Drop and Change of Levels deadline for each semester is the cutoff date to submit paperwork for Advancing to Candidacy and moving to Level III for each semester.

- Be sure your Dissertation Topic Proposal Form is turned in to the APO for Academic Support and Student Progress **at least 5 days before the GC deadline date** in order for your paperwork to be signed by the EO Officer, your transcript checked, and the online Advancement form submitted to the Registrar.

Please make sure you have followed the instructions above, have met all of the requirements, and have completed the forms correctly.

❖ **How do I know if I have been Advanced to Candidacy?**

You can easily check your Banner transcript to see if you have been Advanced to Candidacy.

- The Advancement Date will appear towards the bottom of your transcript underneath your First and Second Exam dates.
- Please know we are working with roughly 600 Psychology Doctoral students and all of your milestones and administrative issues. Your paperwork will be processed on a timely basis.
- If for some reason you are especially concerned, please do email the APO of Student Support and Academic Services.
- The Registrar will also notify you by sending a letter to your home address informing you of the effective date of your advancement. Please make sure your address is current with the Registrar's Office. You can update your address anytime on Banner.

❖ **How do I register once I'm Advanced to Candidacy and to Level III?**

From the semester following Advancement to Candidacy, Level III students register for 90000 Dissertation Supervision with their Thesis Sponsor.

- Registering for 90000 will make you a full time matriculated student. You should not register for WIUs (Weighted Instructional Units).
- Your thesis sponsor will need to do an Override the first time you register for Level III or, if you change thesis sponsors.
- Level III students registering for courses other than 90000 will be charged per credit.
- Level III students will be charged 1 credit for a zero credit course.
- Level III students will not be charged for courses that are Audited.

⇒ Please contact the APO for Academic Support and Student Progress with any registration questions.

❖ **What happens once I'm Advanced to Candidacy and to Level III?**
Students submit the “Dissertation Proposal Clearance: Human Participants” Form when they Advance to Level III.

- The Registrar will send all students Advanced to Level III a “**Dissertation Proposal Clearance: Human Participants**” form (attached).
- Students are required to submit the completed form to the Office of Research and Sponsored Programs after their committee approves the dissertation topic and methodology - before research begins.
 - If human participants are not involved, students must still submit the completed “**Dissertation Proposal Clearance: Human Participants**” form with the dissertation project abstract and methodology.
 - If human participants are involved, students must also complete an **IRB**.
- The approved and accepted “**Dissertation Proposal Clearance: Human Participants**” form becomes part of your student file in the Registrar's Office and the "Human Subjects Hold" is removed from your record.
- Attached is a copy of the **Dissertation Proposal Clearance: Human Participants form** and an information page “**When is it “Human Subjects Research.”**)

➤ **IMPORTANT:**

All research that involves human participants (including interviews, oral history or database research) must be reviewed and approved by the IRB before research can begin and all Level III students (in every program) must therefore submit this form for approval regardless if their research involves human participants. Doctoral students and their advisers must work together to ensure that these requirements are met in a timely manner because approval cannot be granted retroactively.

➤ **WARNING.....**

You will not be able to deposit your dissertation unless the “Dissertation Proposal Clearance: Human Participants” form has been submitted and accepted -really!

Again, approval cannot be granted retroactively.

More info at: <http://www.gc.cuny.edu/About-the-GC/Resource-Services/Research-Funding/Human-Subjects-IRB>

For questions and further information, please contact Kay Powell:

Kay Powell

Human Research Protection Program (HRPP) Coordinator

The Graduate Center The City University of New York

(212) 817-7525

(212) 817-1629 fax

Please note that all IRB submissions are now submitted to IRBNet.

For information please go to:

<http://www.cuny.edu/research/compliance/human-subjects-research-1.html>

❖ **How and When do I get a Master of Philosophy (M.Phil.) Degree?**

The Graduate Center awards the Master of Philosophy degree (M.Phil.) to doctoral students (with the exception of those enrolled in the Musical Arts or clinical doctoral programs) who are Advanced to Candidacy.

- Students will receive, along with the notice of advancement, an **application-for-degree form for the Master of Philosophy degree** from the Office of the Registrar (attached).
 - If the form is not received, it is the responsibility of the student to obtain the form from the Registrar's Office.
- The date of filing for the degree determines the date upon which the degree will be conferred.
 - The deadline to apply for a February M. Phil is January 31;
 - The deadline to apply for a June M. Phil is April 30;
 - The deadline to apply for a September M.Phil is September 15.

**Psychology Executive Office Contact Information:
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Maureen O'Connor, Ph.D.
Executive Officer, Psychology
Room 6304.04
moconnor@gc.cuny.edu
212-817-8718

Judith Kubran, LMSW
Assistant Program Officer (APO)
Academic Support and Student Progress
Room 6304.34
jkubran@gc.cuny.edu
212-817-8751

Michael A. Hoyt, Ph.D.
Deputy Executive Officer for Student
Progress
Room 6203.26
michael.hoyt@hunter.cuny.edu
212-817-8706