

PsyD Program Checklist

Student _____ Student Number _____ Program _____

Date Completed **Requirement**

1. _____ Admitted to Doctoral Study (Policy 3.1)
2. _____ Program of Study submitted during 1st term (Policy 3.2.1). Submit required "Permission for Graduate Student to Take Undergraduate Course" prior to registering for any 4000-level course on Program of Study (Policy 2.2.2, item 2). Submit transfer credit request, if applicable (Policy 3.3)
3. _____ Doctoral Committee established & approved **IN WRITING** by Major Advisor, Academic Unit Head, and Office of Graduate Programs (OGP) **no later than 60 days** prior to Comprehensive Exam (Policy 3.2.3)

Name		Dept	
Outside Member			
4. _____ Clinical Proficiency Exam (CPE) (Policies 3.2.2 and 3.2.4)
5. _____ Second Year Student Review (Policy 3.2.4)
6. _____ Comprehensive Exam (usually summer of 3rd year) (Policy 3.2 and 3.2.2)
7. _____ Admission to Doctoral Candidacy (Policy 3.2.4)
8. _____ DRP Proposal (**NOT** a defense) approved by established committee [Policy 2.6.1]
9. _____ **DRP Registration** (at least 3 credit hours every semester except the last semester per deadlines in Policy 4.10):
 - Required every semester beginning with summer semester of 2nd year (Policy 3.2.3)
 - Required every semester thereafter (including summer) until OGP accepts approved DRP (Policy 3.2.3)
 - Minimum of 12 semester credit hours of *PSY 6998 Dissertation Research Project* (Policy 3.2)

Sem _____	Credits _____	Sem _____	Credits _____	Sem _____	Credits _____
Sem _____	Credits _____	Sem _____	Credits _____	Sem _____	Credits _____
10. _____ Apply for APA-approved internship (not graduate policy). Seek assistance from clinical training office.
11. _____ Print and bring **several sample pages** from each section of DRP to OGP for initial format/layout check.
 - Sample Title Page; Signature Page; Table of Contents; pages with tables, figures, photos etc.; References; Appendices
12. _____ Go to <https://www.fit.edu/office-of-graduate-programs/forms-and-documents/> to access and complete "ETD Access Form" (requires advisor signature). For information about Scholarship Repository: <http://libguides.lib.fit.edu/etd> or specific questions contact Ashley Huser at ahuser@fit.edu.
13. _____ Payment of **Binding** fee (\$20 each)
14. _____ DRP distributed to Committee for review **at least 1 month prior** to defense (Policy 2.6.4) **OGP full format check.**
15. _____ DRP Defense Announcement submitted to OGP at least **2 weeks prior to defense date.**
Unannounced defenses are illegal and must be held again! (Policy 2.6.4)
16. _____ DRP Defense (Policy 2.6.4)
17. _____ DRP poster presentation at PsyD Awards Ceremony (not graduate policy)
18. _____ Bring **entire DRP** to OGP to check compliance with requirements **PRIOR** to making copies or uploading to ETD submission site
19. _____ Submit archival copy of dissertation to Evans Library for inclusion in Scholarship Repository of Florida Tech (required):
 - Prepare pdf/A file of *FINAL* DRP with **unsigned** Signature Page.
 - File name must include your name and graduation year (Example: JONES-DRP-YEAR)
 - Submit pdf/A to ETD submission site at <http://etd.lib.fit.edu> .
20. _____ **Submit to the Office of Graduate Programs** (per announced OGP deadline):
 - Minimum required number of printed **copies** of DRP in **individual unsealed envelopes.** (Policy 4.10)
 - *Signed* Signature Page
 - Completed "ETD Access Form" (see item 12 above)
21. _____ DRP requirement satisfied prior to Internship match.
22. _____ Coursework Completed (minimum 123 semester credit hours [Policy 3.2])
23. _____ Residency satisfied (4 year minimum registration at Florida Tech [Policy 3.2])
24. _____ Petition to Graduate submitted to Registrar (at least **21 weeks** prior to graduation date.) Confirm submission deadline in "Academic Calendar". Late fee if petition is submitted past the deadline.
25. _____ Internship (2,000 clock hours [Policy 3.2])