Graduation Policies and Procedure

1. The Progression Committee documents the candidate’s advancement up to and including selection of the Graduation Paper Committee.

2. The Graduation Paper Committee Chair is the candidate’s principal contact during the process of formulating a topic, researching, and writing the paper.

3. Once the Chair has approved an initial draft, it is emailed to the other members of the committee for review. A feedback time of two to four weeks is normally sufficient for proper attention and written response, including suggestions for revision, to the candidate. Subsequent rounds of review and revision may be necessary to produce a final draft.

4. The Chair, with input from the candidate, determines when a final draft of the paper has been achieved.

5. The Chair arranges a meeting, within a few weeks of the final draft being approved, for the candidate to make a formal presentation of the paper to the Committee as a whole. This meeting is equivalent to the “defense of one’s thesis” in an academic program.

6. The Graduation Paper Committee submits a written report to the Progression Committee indicating whether the paper meets the criteria for graduation. If the paper is approved the procedure continues as indicated below. If the paper does not meet the criteria for graduation, the candidate along with the Director of Training and members of the Graduation Paper and Progression Committees meet to consider what remedial steps are needed to bring the paper to graduation standards.

7. The candidate submits a letter to the Chair of Progression requesting permission to graduate.

8. The Progression Committee member serving as the candidate’s file monitor meets with the candidate to review their file ensuring that all requirements have been met necessary for graduation.
9. The Progression Committee recommends graduation to the Education Committee.

10. The Education Committee votes to accept the Progression Committee’s recommendation.

11. The Director of Training notifies the NPSI Board of Directors of its approval and requests consent for graduation.

12. Following approval of the Board, the Director of Training (or designee) and candidate select a date for the graduation paper presentation and ceremony. The candidate may request that an NPSI member serve as moderator for the event.

13. The Director of Training announces the candidate’s graduation and invites the community to the graduation paper presentation and ceremony.

14. The Candidate Graduation Committee comprised of several candidates and at least one faculty member works with the candidate to coordinate details of the presentation and graduation ceremony.

15. Following the graduation ceremony the President offers the NPSI membership packet to the new graduate.

16. After the graduation paper presentation and ceremony the candidate may apply for membership in the NPSI Society.

17. The President arranges for membership voting to approve acceptance of the graduate into the NPSI Society.

18. If accepted by a majority vote of the NPSI full members, the President submits the name of the graduate to the International Psychoanalytical Association (IPA), the North American Psychoanalytic Confederation (NAPsaC), and to the Confederation of Independent Psychoanalytic Societies (CIPS).