

Department of Physics Thesis/Dissertation Submission Policies

Final approval of your thesis and oral defense is determined by your Thesis Committee, augmented by one additional faculty member. Your committee should therefore, consist of 5 members total. Three of the five Committee members, *including your thesis advisor*, serve as Readers of the dissertation.

- 1.) Contact the Graduate Program Administrator to confirm your oral thesis defense date, as well as the names of your 5 committee members and Readers. You must also submit a thesis committee form signed by your adviser. **Your defense date must be scheduled before GSAS's final dissertation submission deadline.**
- 2.) Submit a preliminary draft of your thesis **3 weeks** before your defense date by email as PDF to the Program Administrator, Evette Ma: EvetteMa@nyu.edu
- 3.) All 3 Readers must read and approve your thesis for defense **2 weeks** before your defense date. Those who cannot submit a hardcopy Reader Sheet by deadline can email Evette confirming their approval. Once confirmation is received from all Readers the Defense will be published.
- 4.) Submit a final draft of your thesis **1 week** before your defense date. **Submit your final draft by email as a PDF to:** EvetteMa@nyu.edu
- 5.) Return the completed and signed Doctoral Thesis Oral Defense Form to Evette after your defense along with any Reader sheets (for those who approved by email).
- 6.) The department will forward graduation paperwork to the Registrar's Graduation Services Office directly after your defense.

The dissertation should be prepared according to the specifications given in the GSAS Formatting Guide: [https://gsas.nyu.edu/content/dam/nyu-as/gsas/documents/dissertationsubmissionrelated/A%20Formatting%20Guide%20\(UPDATING%2010-09-15\).pdf](https://gsas.nyu.edu/content/dam/nyu-as/gsas/documents/dissertationsubmissionrelated/A%20Formatting%20Guide%20(UPDATING%2010-09-15).pdf)

You are required to submit a preliminary and final draft of your dissertation to the Office of Academic & Student Life. GSAS dissertation submission guidelines and deadlines can be found here: <http://gsas.nyu.edu/academics/submitting-your-dissertation.html>