

March 6, 2018

DISSERTATION SUBMISSION AND DEFENSE: POLICIES AND PROCEDURES

When a PhD candidate has reached All But Defended status, he/she will need to a) prepare his/her dissertation for both defense and submission to the Graduate School; b) apply for graduation for the appropriate semester and year; c) maintain matriculation each semester until graduation and pay all applicable fees.

All of these actions must be completed before a student can be successfully graduated; failure to complete any of these will delay graduation.

Maintenance of Matriculation

Students are responsible for maintaining matriculation each semester after they have completed all required coursework. The Graduate School will register and pay for maintenance of matriculation through a student's seventh year in the program. Once a student has reached his or her eighth year in the program, he/she is responsible for both a) registering for maintenance of matriculation each semester and b) paying all applicable fees (including registration/services and health insurance fees).

Applying for Graduation

The Graduation Information page on the Registrar's website contains information on application deadlines and instructions on how to apply for graduation. It can be found here:

https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/graduation-and-diplomas/graduation-information.html#tripleBox_nyutable

Dissertation Submission

The Graduate School has a detailed page of submission requirements that can be found here: <https://gsas.nyu.edu/content/nyu-as/gsas/academics/submitting-your-dissertation.html>. These deadlines are hard and extensions will not be granted. All paperwork specifically related to the dissertation submission must be coordinated and delivered by the student – the Academic Administrator does not process these forms.

Dissertation Defense

When a date has been set with your committee members for your dissertation defense, contact the Academic Administrator to schedule it in one of the department conference rooms. Contact the Administrative Aide with any media or tech needs you may have (e.g. Skype if one member cannot attend in person). The department provides a bottle of champagne for after the defense, which will be in the kitchen refrigerator.

After a successful defense, please submit the following forms to the Academic Administrator for processing:

Reader Form (to be printed in triplicate and signed by each of candidate's three committee members)

Defense Form (to be signed by all committee members present at the defense)

Both forms can be found on this page: <http://gsas.nyu.edu/page/grad.pp.manual>

Frequently Asked Questions

How many committee members do I need?

Students need a total of five committee members – three main committee members and two readers.

May I have a committee member/reader from outside NYU?

Yes, students may have up to two non-NYU faculty as committee members and/or readers, provided the person is approved by the DGS. Please complete the Outside Reader form, available on the GSAS Policies and Procedures website, have it signed by the DGS, and submit to the Academic Administrator to keep on file.

Are original signatures required on the defense paperwork?

Original signatures are required on defense paperwork; if a committee member is Skyping into the dissertation or otherwise unable to attend, they may simply sign and scan back the paperwork directly to the Academic Administrator.

I will be officially graduated in September or January but would like to walk in May graduation exercises. How can I apply for this?

You will receive an email from the Academic Administrator in March re: applying for a graduation exception for May exercises.