



Planning Your Doctoral Graduation (Finally!)

Congratulations! The end of your graduate studies is finally in sight. In order to help you cross the finish line and insure that your defense and graduation go as smoothly as possible, there are a few administrative things that must be done. Please take a few moments to read through these instructions.

1. Register for Graduation, 4-5 months prior to expected graduation

The first thing you'll need to do when planning your graduation is register for graduation. This is done by logging into Albert. Please note that the graduation registration period *begins* at least 5 months prior to the expected date of graduation and typically *ends* 3 to 4 months prior to the graduation date.

- May graduation – January registration deadline
- September graduation – June registration deadline
- January graduation – October registration deadline

Actual deadlines can be found on the Registrar's website (<http://www.nyu.edu/registrar/graduation/deadlines.html>). If you've missed the registration deadline for your planned graduation, please contact the Office of Graduation Services (Christopher James, 212-998-4803) as soon as possible.

2. Notify the HJS Office, 4-5 months prior to expected graduation

When planning your graduation, it is essential that you notify the HJS Office by submitting a completed **PhD Graduation Registration Form** (available on the department website). This should be done around the same time you register for graduation on Albert.

Students may leave the defense date field blank on the form if they have not yet scheduled it.

The PhD Graduation Registration Form is available on the HJS website. It may be submitted to the HJS Office electronically via e-mail or in hard copy the HJS Office.

3. Preparing the Dissertation Draft and Schedule the Dissertation Defense, 3-4 months prior to expected graduation

Students planning to defend their dissertations should be aware and comply with the departmental deadlines outlined below in preparing their dissertation for defense:

- Degrees conferred in January
 - Submission of a draft of the dissertation to their primary adviser by the previous September 15th
 - Submission of an adviser-approved draft to the other two core readers of their dissertation committee by November 1st
 - Submission of a final draft to their readers by November 21st
- Degrees conferred in May
 - Submission of a draft of the dissertation to their primary adviser by the previous December 15th
 - Submission of an adviser-approved draft to the other two core readers of their dissertation committee by February 1st
 - Submission of a final draft to their readers by February 21st
- Degrees conferred in September
 - Submission of a draft of the dissertation to their primary adviser by the previous May 15th
 - Submission of an adviser-approved draft to the other two core readers of their dissertation committee by July 1st
 - Submission of a final draft to their readers by July 21st

Students are free to coordinate with their own dissertation committees and schedule a defense date and time that works for all six parties. If students would like help coordinating the defense they should e-mail the HJS Department Assistant with the following information:

- Names and e-mail addresses for all dissertation committee members
- A window of 2-3 weeks in which you would like to defend the dissertation
- Specific black out days and times that do not work for the student and key committee members within the window (i.e. if the adviser will be out of town for a conference)

Please note that dissertations can only be scheduled during business hours (Monday-Friday from 9:00 am-5:00 pm).

If a committee member will be out of town, but has access to a phone or a computer with webcam capabilities at the time of the defense, the department can provide a polycom or setup a Skype connection in the defense room to connect with the absent member, granted that the student gives the department at least two weeks notice.

After the defense date is chosen the Department Assistant will book a room for the defense in the KJCC.

Students are responsible for reminding their committee members about the time, date and location of the defense as it draws near.

4. Outside Reader Approval, 1-2 months prior to expected graduation

On the Ph.D. Graduation Registration Form, you are asked to provide information about your committee. Please note that a committee must include a total of 5 faculty, *at least* 3 of whom must be GSAS faculty. It does not matter if these faculty are core members or just readers, as long as there are at least 3 GSAS faculty. Non-GSAS committee members, including the Advisor (if a non-GSAS Advisor has been approved), may be from anywhere (other schools at NYU or at non-NYU); but all non-GSAS members must be approved in advance by the DGS.

To obtain approval, for each non-GSAS reader please submit a completed Dissertation Reader Approval Form – Outside Reader (found at <http://gsas.nyu.edu/page/grad.pp.manual>). **A copy of the reader's c.v. must be attached.**

The form(s) and attached c.v.(s) should be submitted as a packet to the HJS Office. You will be notified of the DGS's approval by the department.

5. PhD Dissertation Submission Packet and the Preliminary Dissertation Upload, 2 months prior to expected graduation

The Ph.D Dissertation Submission Packet is available for download on the GSAS website (find it at: <http://gsas.nyu.edu/page/grad.life.dissertation.html>). The packet consists of 5 forms which you must fill out and submit with the preliminary and final dissertation. The department does not handle any part of this packet. If you have questions about this packet, please contact the GSAS Office of Academic and Student Life.

Approximately six weeks prior to the final submission deadline for the dissertation (and other materials), GSAS requires a **preliminary submission of the dissertation and other forms**. Information about this preliminary submission and deadline is available in the PhD Dissertation Submission Packet.

The preliminary dissertation submission gives GSAS the opportunity to look over students' dissertations and contact them about formatting errors that need to be rectified before the final upload. If you do not complete the preliminary dissertation upload you will not be allowed to graduate, and will be required to

pay Maintenance and Matriculation for another term and graduate in the next semester.

6. **The Defense**, beginning two weeks prior to the scheduled defense date

Two weeks prior to the defense, if any committee member will not be present on-site for the defense, she/he must send an email to the HJS Office (gsas.hebrewjudaic@nyu.edu), authorizing another committee member to act as proxy to sign the **Doctoral Thesis – Oral Defense Form** and the **Doctoral Thesis Reader Sheet** on her/his behalf. The proxy will sign the forms following the defense based on the authorizing committee member's instruction (pass or no pass).

One week prior to your scheduled defense date, you must contact the HJS Office to verify that all approvals have been secured and that the room and equipment (if needed) have been reserved. At this time you will also confirm that all committee members have received the dissertation and that a minimum of three have agreed to the scheduled defense date.

On the day of defense, prior to the defense, the student must stop by the HJS Office to pick up the **Doctoral Thesis – Oral Defense Form** and the **Doctoral Thesis Reader Sheets**, which will be signed by the committee members at the conclusion of the defense.

Immediately following the defense, the student or Advisor must bring the signed **Doctoral Thesis – Oral Defense Form** and the **Doctoral Thesis Reader Sheets** to the Office. If a committee member has been authorized to act as signing proxy for an absent committee member, a printed copy of the proxy authorization email should be included with the paperwork if possible.

7. **Final PhD Dissertation Upload to ProQuest**, 2 weeks prior to expected graduation.

The final dissertation must be submitted to ProQuest and the associated paperwork turned in to the GSAS Office of Academic and Student Life by the deadline specified in the PhD Dissertation Submission Packet, which is available for download on the GSAS website (<http://gsas.nyu.edu/page/grad.life.dissertation.html>). The department does not handle any part of this packet. If you have questions about this packet, please contact the GSAS Office of Academic and Student Life.

There will be **NO EXTENSIONS** given to the final submission deadline. Students who miss the deadline or whose submission materials are incomplete will need to apply for a subsequent PhD degree conferral.