



Office of Doctoral Studies

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Ed.D./Ed.D. CTAS Intention to Defend the Dissertation

After the candidate has received consent from the Dissertation Committee that the dissertation is ready for the Dissertation Oral Defense, the candidate completes this form and submits it to the Office of Doctoral Studies (ODS) no later than the deadline date of the term the Dissertation Oral Defense will be scheduled. The date can be found on the Academic Calendar on the ODS website. This form is to be filed only if the candidate expects that he or she is ready to stand for the Dissertation Oral Defense in that Academic Year.

To be eligible to schedule the oral defense of the dissertation for the Doctor of Education degree, an Ed.D. student must be (a) fully certified and (b) have a successfully defended dissertation proposal with IRB approval on file in ODS. Both requirements must be met **prior to the start of the term in which the student plans to defend the dissertation**. For example,

- any student wishing to defend in the Spring Term must be fully certified and have a successfully defended dissertation proposal on file by the end of the Fall Term of the same academic year; and,
- any student wishing to defend in the Fall semester must be fully certified and have a successfully defended dissertation proposal on file by the end of the Summer Term B of the prior academic year.

It is highly recommended that doctoral students review degree requirements on their degree audit and if there are any questions, consult with ODS at least one term **prior** to the intended defense term if unsure of eligibility.

Instructions

- Please complete Part I and then obtain your Dissertation Advisor's signature for Part II. The Dissertation Advisor's signature will verify that you are ready to defend during the academic year. Please note that incomplete forms cause delays.
- Candidates requesting non-TC/CU committee members must e-mail the completed "Ed.D./Ed.D. CTAS Request for External Dissertation Committee Member Form" to ODS along with a copy of the member's CV as soon as possible after submission the Intention to Defend form.
- This form must be submitted electronically with the Advisor's electronic signature.
- Please return this form to ODS prior to the deadline as shown on the ODS Calendar. ODS will review your doctoral records to verify that you are a certified doctoral candidate, have an approved dissertation proposal with IRB approval letter on file, and will complete all required coursework by the end of the term in which you plan to hold the defense.
- In consultation with your Dissertation committee (formed at the proposal stage), candidates are required to ask two additional members to serve on your final oral defense committee. One will serve as Third Reader, and they typically Moderate the defense (ODS will determine eligibility). The other will serve as Fourth (Outside) Reader. Please see the dissertation committee matrix on the following page for minimum final oral defense committee requirements.
- After submission, please visit myTC under Student Resources and click the Student Profile link within the Student Self-Service block. Then click Apply to Graduate on the next screen to begin the process. When initially asked for term, select the current term. By doing this you will be able to create a diploma mailing address and confirm the name you will use on your diploma.
- If eligible to defend, an e-mail from ODS will be sent to you along with the "Application for the Dissertation Defense" form for scheduling your defense. If ineligible, ODS will inform you of your ineligibility to defend via e-mail.
- This form is valid for the academic year. Candidates who delay their defense to a new term should contact ODS for assistance.

NOTE: To obtain authorization for a summer dissertation oral defense, please review the "Criteria for Scheduling Summer Dissertation Oral Defense" obtainable on the ODS website.

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	Member of Candidate's Dissertation Proposal Committee	Member of Candidate's TC Academic Department ³
Dissertation Advisor ^{1,2}	X	X
2nd Reader ¹	X	
3rd Reader (Defense Moderator) ⁵		
4th Reader		Cannot be from the candidate's academic department. ^{4,6}
5th Reader (if applicable) ¹	X	

X = Must meet the criteria

NOTES:

1. The “Dissertation Advisor” and “2nd Reader” are both identified during the dissertation proposal process. Faculty who serve in those roles continue through the oral defense of the dissertation. Candidates with three member proposal committees will have a five member final oral defense committee. This additional third person then becomes the 5th Reader.
2. Typically, the “Dissertation Advisor” is a Teachers College faculty member whose primary appointment is in the candidate’s academic program. Under unusual circumstances, a candidate may petition an exception to this requirement. The petition needs the review and approval of the Chair of the candidate’s academic department.
3. At least two (2) committee members should be from the candidate’s department (preferably the candidate’s program).
4. The Fourth Reader must be from outside the candidate’s department unless one of the other members of the committee is from outside the department.
5. At least one person on the committee, outside the Dissertation Advisor, must be eligible to serve as Defense Moderator. The Defense Moderator is typically the 3rd reader of the committee and must be a TC faculty member holding the rank of Professor, Associate Professor, or Assistant Professor who is not new to the college and has served on several final oral defense committees. When in doubt, ODS should be consulted on eligibility of any faculty member wishing to serve as Defense Moderator. ODS retains the right to assign an acting Defense Moderator if the 3rd reader cannot serve as Defense Moderator. In no case will the Dissertation Advisor serve as Acting Defense Moderator.
6. A maximum of one committee member may be from outside of Teachers College or Columbia University. To formally request such a member, the student will submit a Request for External Dissertation Committee Member Form and include the requested committee member’s CV to ODS for approval.

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Part I

Note: Notification will be sent to your official TC e-mail.

Candidate Name: _____ TC ID#: _____
(Last Name, First Name MI)

Department: _____

Program: _____

Note: ODS will check that the Dissertation Advisor and Second Committee members listed below are the same that served on the Dissertation Proposal Committee. If either the Dissertation Advisor or Second Committee member has changed, please contact ODS for the required procedures.

	<u>Print Full Name</u>	<u>TC e-mail</u>
Dissertation Advisor:	_____	_____
Second Reader:	_____	_____
Third Reader:	_____	_____
Fourth Reader:	_____	_____

Fifth Reader (if applicable): _____
(Note: A Fifth Reader is only application and required if the candidate held a proposal hearing with three official members)

Title of Dissertation: _____

Methodology Used (Please check one):	Qualitative	Quantitative	Mixed
Date Certified:	_____ Month	_____ Year	
Date Proposal Hearing Held:	_____ Month	_____ Year	
Term of Planned Oral Defense:	_____ Month	_____ Year	

Part II

Certification by the Dissertation Advisor: The above candidate is ready to defend their dissertation before the end of the academic year. *The Dissertation Advisor's signature is required to process this form.*

_____ Dissertation Advisor's Signature	_____ Date
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