

TEACHERS COLLEGE  
COLUMBIA UNIVERSITY  
*Office of the Registrar*  
Box 172 • 525 West 120<sup>th</sup> Street New York, NY 10027  
Phone: (212) 678-4050 • Fax: (212) 678-3005

**Directions for Holding for Advanced Seminar**

**Note: IT'S ALL IMPORTANT, SO READ THIS IN ITS ENTIRETY.**

In order to hold the Advanced Seminar, you **MUST** have completed all requirements for the Masters of Philosophy degree and have submitted your Dissertation Proposal and IRB approval letter under your name.

The committee should consist of one committee member in addition to the Seminar Chairperson and the Dissertation Sponsor. Important: At this stage, two of the three Teachers College faculty members must be on the list of Ph.D. Advisors (See Office of Doctoral Studies website [www.tc.columbia.edu/doctoral](http://www.tc.columbia.edu/doctoral) under Ph.D. forms)

If you need a room outside of your department, contact Room Assignments using the online application at <https://25live.collegenet.com/tc>

The appointment of the Chairperson of the Advanced Seminar is the responsibility of the Dissertation Sponsor who should recommend someone to serve in this capacity. Please review the enclosed Dissertation Committee Matrix for assistance of who can serve as Chairperson.

You must prepare a copy of the outline of your dissertation for every committee member's use at the Advanced Seminar. Confer with each member on what format they want (paper, electronic). Tables showing data most directly relevant to your hypotheses should be attached. Give one copy to each member of your committee **at least (1) one week** before the seminar.

Upon successful completion of the Advanced Seminar, please submit a pdf version of the results form and your manuscript or presentation to [ods@tc.columbia.edu](mailto:ods@tc.columbia.edu).

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Advanced Seminar Report

Candidate's Name \_\_\_\_\_ TC ID # \_\_\_\_\_

Department \_\_\_\_\_

Program \_\_\_\_\_

Dissertation Title \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Held: \_\_\_\_\_

In deciding the acceptability of the report on the study, faculty members should consider the extent to which the candidate has shown evidence along lines such as the following:

1. Background of scholarship relative to the area of the study.
2. Thoroughness in gathering pertinent data.
3. Awareness of issues.
4. Broad competence in techniques appropriate to the area.
5. Effective defense of the study.

Results

Check one:

Study is approved \_\_\_\_\_

Study is approved with minor revisions \_\_\_\_\_

Study is not approved \_\_\_\_\_

Seminar Chairperson

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Dissertation Sponsor

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Committee Member

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Other Committee Member (if any)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Please file (1) one copy of the report with a pdf copy of the candidate's study or presentation to the Office of the Registrar at [ods@tc.columbia.edu](mailto:ods@tc.columbia.edu).